

Manchester City School District
Administrative Procedure
1.407.1(AP) – Access To Public Records
Issued: 12/11/00

Public Inspection

Records of the Manchester City School District, except those specifically exempted by statute, are open to public inspection at the office of the Director of Schools and other offices where records are stored throughout the District.

Record Custodian

The Director of Schools is the official record custodian. The Director of Schools has authorized the following staff members to provide access to public records:

- Board Secretary – Board records and other District office documents.
- Building Principal – Pupil records and other records housed in the school.

Examination of Records and Obtaining Copies

Those persons who wish to examine or obtain copies of records not exempt from public disclosure may do so during regular working hours which are from 8:00 a.m. – 4:00 p.m., Monday through Friday. Persons inspecting eligible records may make abstracts and memoranda and/or obtain copies of the records. When copies are requested, a written request must be made and a fee of 25 cents per page shall be paid in advance. District personnel shall do the copying. Twenty-four (24) hours notice is required for requests to review and/or copy large quantities of records. Such requests should be made to the Director of School's office.

Request Denied

In the event a request is denied, the reason for refusal shall be stated in writing.

Exempted Records

The following records are excluded from public inspection:

- Student Records
- Medical Records
- Teacher Effect Data