

STUDENT RECORDS

JRA-E-3

STUDENT RECORDS COPY REQUEST

I, _____, hereby request that the student records listed and described below be made available for me to copy.

List/Description of Student Records

I agree to pay the cost of photocopying these student records, as provided for in Seaford School District policy and regulations. (See reverse side for details.)

Signature _____

Date _____

Authorization by administrator/recordkeeper:

Signature _____

Date _____

EFFECTIVE: 11/15/88
REVISED: 8/19/08

Fees for Public Documents and Student Records

In compliance with SS 2 for SB 256, as amended (1976), and federal regulations relating to PL 93-380, the following fee schedules are established for search, copying, and/or review of public documents and student records. Charges will be on a time and materials basis, including but not limited to:

- (a) Search for records
- (b) Copying @ \$.45
- (c) Necessary supervision during review

Personnel time shall be charged at the hourly rate of the staff members required to locate, copy, and oversee review of the documents.

Billing information, including staff time involved and number of copies prepared, will be forwarded to the Director of Administrative Services for processing.