

PROPOSED
7/17/08

OFFICIAL RECORDS

81500

Records approved for release may be duplicated and furnished to authorized individuals or organizations upon payment of set fees to be established by the superintendent. Care will be taken that only those records approved for release are furnished. (~~see following list~~).

The records listed below may be duplicated and furnished to individuals and organizations at the listed fee. All fees will be collected in advance. Fees received shall be abated to the general fund. ~~using one of the following account numbers:~~

Schools ~~XXXXXXXXXX~~
 District ~~XX00 4599 00000~~

All fees will be subject to the prevailing rate at the time of request

<u>DESCRIPTION</u>	<u>FEE</u>
1. Transcripts	
(a) Senior Students First three free, any additional copies	\$3.00 ea
(b) Graduates	\$3.00 each
2. Driver Instruction Certificates	
(a) Students	Free
(b) Graduates	\$3.00
3. Official School or District Records	
(a) Employee request for instructional use	Free
(b) Employee request for personal use	\$.25 per page
(c) Public requests	\$.25 per page

Board of Trustees
 June 1, 1978
 Revised: December 22, 1980
 Revised: February 12, 1987
 Revised: January 16, 1990
 Reviewed: September 1993
 Revised: May 1996
 Revised: July 2000
 Revised: August 2008

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