

Business and Non-Instructional Operations

Services Fees, Charges

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Copies of Records

Any person who applies in writing will receive a plain or certified copy of any public record. (cf. 9330 Board/School District Records).

Records will be maintained by the business office of all requests for copies of student records.

A schedule of fees for records which can be copied shall be available from the business office. The Board of Education shall review the fee schedule prior to the beginning of each fiscal year.

No charge will be levied for copies of the following:

1. transfer records for students
2. records authorized by the Central Office or by a Planning and Placement Team for consideration for outside placement, counseling, medical treatment or supplementary educational services recommended by the school staff or arranged by a parent.
3. If a parent or guardian wishes to have records sent to private parties, institutions, physicians, psychologists etc., where the distribution of such records was not by recommendation of a Planning and Placement Team, then a charge for postage will be included as part of the overall copying fee.

Printouts and/or Transcripts

If any person applies for a computer printout or transcript, the fee charged shall be the cost to the Vernon Public Schools to produce the required document or documents.

Fee Payments

Fees must be paid in advance by cash or check or money order payable to the Vernon Public Schools.

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A form entitled "Record of Document Copying Fees Collected" will be turned in monthly by each school to the Business Office with receipts balanced against the amounts indicated on the form. A copy will be kept in each school for auditing purposes.

As per Sec. 3 of P.A. 77-609, the public agency shall waive any fee when the person requesting the records is an indigent individual.

A reasonable period of time will be allowed for school personnel to complete the copying task, based on the number of copies requested.

Other Charges

The Vernon Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional programs free of charge. Fines and replacement costs may be imposed for the abuse of such items.

Legal Reference

P.A. 77-609 (Freedom of Information Statute)

Connecticut General Statutes:

1-15 Application for copies of public records.

10-221 Boards of education to prescribe rules.

10-228 Free textbooks, supplies, material and equipment.

10-228a Free textbooks, supplies, material and equipment.

10-229 Change of textbooks.