

Administrative Regulation

Fee Schedule for Duplicate School/District Records

All records will be released in accordance with the district's Procedural Manual and Privacy Laws.

Requests for information not covered by policy shall be referred to the Office of Business Services (directors of business services).

Persons requesting records may complete form 9702.96 and attach written consent as appropriate.

The following records and other materials may be duplicated and furnished to authorized individuals and organizations at the indicated fee. The district reserves the right to charge fees that cover all costs incurred to retrieve the record, duplication, and delivery mode.

All fees should be paid in advance before the record is duplicated. Fees received shall be receipted and deposited intact in the General Fund as follows:

<u>Fee Schedule for Duplicate School Records</u>	<u>Fee</u>
Description of Records:	
Employer request - verifying graduation, filling out forms, faxing information back to them, verification of date of birth (need student consent first)	\$5.00 each
Release of information to Armed Services or Police (after proper identification with signed consent)	Free
Transcripts to Adult Education Centers	First one free, then \$5.00 each
Transcripts to Correctional Institutions	Free
Transcripts at the School Sites	First two free, then \$5.00 each
Transcripts – Students-Official (high school transcript only)	\$5.00
Graduation Verification Letter	\$5.00
G.E.D. Test Result	\$5.00

<u>Fee Schedule for Duplicate School Records continued</u>	<u>Fee</u>
<u>Description of Records:</u>	
Transcripts – Students-Unofficial (high school only)	\$5.00
Intermediate records	\$3.00
Elementary records	\$3.00
All records (high school, intermediate, elementary)	\$10.00
Immunization records	\$3.00
Any transcripts sent out of the country (money order only - U.S. dollars)	\$10.00 or actual cost to recover postage
Psychological records (IEPs, psychological reports) to students	\$5.00 or actual cost to recover postage
Psychological records to developmental disability facilities	First set free, then \$5.00
Diploma replacements	\$12.00 or actual cost
<u>Other Materials</u>	
Board Minutes	\$.15 page
Financial Reports, Monthly and Annual	\$.15 page
Other materials prepared for other than district use - CSEA, CASBO, etc.	Actual cost plus 20% for handling and distribution

<u>Computerized Lists of Student Directory – on Labels or Electronic Format</u> Per Grade Level Per School List Requested Authorized by Public Information Office or Office of Business Services	<u>Minimum</u> or actual cost plus 20% for handling and distribution
State Colleges, Universities, Schools	\$50.00
Private Colleges and Universities	\$50.00
Other authorized agencies, e.g. government, Armed Forces, etc.	\$50.00
Commercial Colleges and Trade Schools	\$75.00
Private Business/Companies	\$75.00

The operation of copy machines shall be restricted to district personnel.

Ref: EC Sections 35014, 35161, 35250-35255, 49061-49065

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