

Procedures for Requesting Public Records in Lawrence Public Schools

The Educational Support Center of the Lawrence Public Schools is located at 110 McDonald Drive in Lawrence, Kansas 66044-1063. The records of USD 497 are available for inspection or copying at the ESC during regular office hours: 7:30 A.M.-4:30 P.M. Monday-Friday. Some records, as indicated below, may be available for inspection at other locations.

1. A request for access to a public record should be directed to the custodian of the record. The following is a list of types of records and their custodian:

Type of Record	Custodian	Location
District Records	Clerk of the Board	110 McDonald Drive
Business Records	Executive Director,	110 McDonald Drive
	Finance	
Staff Records	Executive Director,	110 McDonald Drive
	Human Resources	
Student Records	Building Principals	Schools

- 2. Submit a written request to the custodian of the record. (A form is provided but not required.) Your request should include your name, address, phone number, and a description of the record to which you are seeking access.
- 3. If the record falls within an exception, the custodian of the record may ask you to submit a written explanation of why you believe you have a right to access the record. (By law, public records may not be used for commercial sales or solicitation purposes.)
- 4. Upon receiving the request, the custodian of the record will retrieve the requested record and provide the record for your inspection as soon as possible.
- 5. If the record cannot be provided immediately, the custodian of the record will inform you in writing of the time and place the record will be made available.
- 6. Public records must not be removed from our offices. The custodian of the record will show you to an area to view the materials. If you want a copy of the record, please inform the custodian of the record who will arrange for copying. (A copying fee of ten cents per page is required. A reasonable fee may be assessed to compensate for staff time used to meet a request.)
- 7. If you want to access a public record on a business day (Monday-Friday, excluding legal holidays) when our facilities are closed, please notify the custodian of the record 24 hours in advance of the time you require access to the record so accommodations may be made.

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