

## 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.

Public Schools       in Lawrence Public Schools         imm:		Date/time of request: Request for Public Records	
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imail:		_	
ddress:         rescription of record:         //ould you like a copy of the record? YES / NO (A copying fee of ten cents per page is required.)         (A reasonable fee may be assessed to compensate for staff time used to accommodate some requests.)         .S.A. 45-220. I certify that I do not intend to, and will not: A) Use any list of names or addresses contained in or inved from the records or information for the purpose of selling or offering for sale any property or service to an room who resides at any address listed, or b) sell, give or otherwise make available to the purpose allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.	ame	Filolie	
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Yould you like a copy of the record? YES / NO (A copying fee of ten cents per page is required.) (A reasonable fee may be assessed to compensate for staff time used to accommodate some requests.)         S.A. 45-220. I certify that I do not intend to, and will not: A) Use any list of names or addresses contained in or rived from the records or information for the purpose of selling or offering for sale any property or service to an rison listed or to any person who resides at any address listed; or B) sell, give or otherwise make available to y person any list of names or addresses contained in or derived from the records or information for the purpos allowing that person to sell or offer for sale any property or service to any person listed or to any person who sides at any address listed.         (Date)       (Date)         (FOR OFFICE USE ONLY - Check and complete only those that apply.)         Access to this record was provided at the time of the request.         A fee was collected in the amount of:               This record appears to fall under one of the KORA exemptions, please indicate why you believe you have a right to access this record:               Access to this record has been denied as it falls under the following KORA exemption:                                       .	ddress:		
(Å copying fee of ten cents per page is required.)         (Å reasonable fee may be assessed to compensate for staff time used to accommodate some requests.)         S.A. 45-220. I certify that I do not intend to, and will not: A) Use any list of names or addresses contained in or rived from the records or information for the purpose of selling or offering for sale any property or service to an rson listed or to any person who resides at any address listed; or B) sell, give or otherwise make available to y person any list of names or addresses contained in or derived from the records or information for the purpose allowing that person to sell or offer for sale any property or service to any person who resides at any address listed.         (Signature)       (Date)         (FOR OFFICE USE ONLY - Check and complete only those that apply.)         Access to this record was provided at the time of the request.         A fee was collected in the amount of:                     This record appears to fall under one of the KORA exemptions, please indicate why you believe you have a right to access this record:               Access to this record has been denied as it falls under the following KORA exemption:                     A fee was collected in the abeen denied as it falls under the following KORA exemption:	escription of :	record:	
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