

ACCESS TO DISTRICT RECORDS**DUPLICATION COSTS**

All requests to examine records must be made in writing. Whenever possible, prior arrangements shall be made to access materials for the purpose of inspecting district records so as not to disrupt the normal work of the school or office.

Requests for copies of documents, records, or other written materials shall be made in writing. An appointment with an administrator may be required to ensure proper identification of the documents requested.

Copies of documents, records, or other written materials readily available will be charged to the requestor as follows:

Minimum fee: \$1.00 (1-10 pages)
Each additional page: \$.10

Payment of the fee shall be made in advance of copying and will be paid by check, payable to the San Dieguito Union High School District. When prepared, copies shall be personally picked up by the requestor. Individual identification shall be provided. Prepared copies shall not be mailed to members of the public.

Requests for information not in copy ready form shall not be prepared for members of the public. Requests for such information which requires staff time to research shall not be prepared.

Information shall not be released without the authorization of a district administrator.