

1. The primary office of U.S.D. #262 is the District Office located at 143 S. Meridian, Valley Center, KS.
2. The custodian of the record may ask that you make the request in writing. Your request should include your name, your address and a description of the record for which you are seeking access.
3. If the record you are seeking falls within an exception, the custodian may ask you to certify, in writing, why you believe you have a right to access the record. The custodian may also ask for certification that you will not use or sell the information for sales or solicitation purposes.
4. Upon receiving your 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 custodian cannot provide you the record immediately, s/he will inform you in writing of the time and place at which the record will first be made available to you.
6. You cannot remove the record from the building. The custodian will show you to a place where you may look at the record. If you desire a copy of the record, please inform the custodian and s/he will arrange for copying. A fee of 25¢ per page for the research, labor and copying must be paid prior to the copying.
7. A fee may be assessed for staff time required to make the record available.
8. If you desire access to our records on a business day (M-F excluding holidays) when school is not in session, we will open our office from 1:00-3:00 to allow you access to our records. Please notify the custodian of the records three days prior.
9. A request for access to a public record should be directed to the custodian of the record. The following list provides that information.

Current Student Records – Building Principal where the child attends
Former Student Records (transcripts) Mike Bonner, District Office;
Personnel Contracts – Mike Bonner, District Office;
Board Minutes – Sara Haden, District Office;
Bills, Financial Records – Susan Harris, District Office;
Discrimination Complaints Investigations – Mike Bonner, District Office;
Transportation Logs – Gary Kerr, Transportation Department

District Office: 143 S. Meridian
 Transportation: 6700 N. Broadway
 V C High School: 9600 N. Meridian
 V C Middle School: 800 N. Meridian
 VC Intermediate: 737 N. Meridian
 Wheatland Elem.: 800 Meadow
 West Elem.: 501 N. Sheridan
 Abilene Elem.: 522 N. Abilene



Procedures for Requesting Public Records of USD 262

September 2014

Valley Center School District

Vision Statement:
 To Be a Premier School District Known for Excellence in Education, Innovative Instruction, Outstanding Programs, and Dedication to Students.

The Kansas Open Records Act

The Kansas Open Records Act presumes that all public records should be open to the public. Certain records are exempt from the requirement. The following are examples of exemptions:

- *Records exempted by other laws;
- *Records that are privileged under the rules of evidence;
- *Medical and treatment records;
- *Personnel records except for the name of the employee, position held, salary and length of service;
- *The names of donors, if they have requested their name not be released;
- *Some emergency or security procedures;
- *Sealed bids until one is accepted or all are rejected;
- *Correspondence with a private individual;
- *Records containing information of a personal nature where disclosure would constitute an unwarranted invasion of privacy.

The Right To Request Records

KORA grants the public the following rights:

- *The right to have the freedom of information officer (Mike Bonner, District Office) respond to your questions about KORA.
- *The right to inspect any public record that we have in our possession that is not exempt. We are not required to create a record for you if the record does not already exist.
- *The right to have copies of public records, but we can charge a fee for making copies.
- *The right to be informed of the procedures you must follow in requesting access to or copies of our records.
- *The right to inspect or obtain copies of our records during our regular business hours.
- *The right to have access to a record not later than three business days after you request it.
- *The right to a written explanation of the reason we are denying you access to a record if we refuse to allow you access to a record.

*The right to bring an action against the school district in the district court if you believe we are denying you access to a record you have a right to see.

*The right to have your attorney's fees paid by us if the court determines we intentionally violated your rights under KORA and had no reasonable basis for denying your request.

School District Responsibilities

Public schools have several responsibilities under KORA. We must:

- *Appoint a freedom of information officer who can answer your questions and settle disputes under KORA (Mike Bonner, District Office).
- *Make facilities available to you for inspecting our records.
- *Allow you to make abstracts or have copies of our records made.
- *Adopt procedures for requesting access or obtaining copies of our records.
- *Act upon requests for records as soon as possible or give an explanation of the reason for the delay. If there is a delay, tell you the earliest time and place at which the record sought will be made available.
- *Have a record custodian available during all regular business hours (Mike Bonner, District Office, or building administrators), and have procedures for allowing access on business days when regular office hours are not maintained.
- *Remove exempt information from the record and provide you with the remainder of the record if the record contains both exempt and nonexempt material.
- *Provide a written statement citing the specific provision of the law under which we are denying access, if we deny you access to a record and you ask for an explanation. The statement must be provided within three business days after you request it.

Procedures to Follow

KORA requires schools to adopt procedures for requesting access to records or obtaining copies of public records.

A request for access to records should be directed to the custodian of the record. In most cases, we will be able to retrieve the record and give it to you within a few minutes. You can access our records at any time during our regular business hours. Additionally, you can access our records on regular business days when we are closed if you give us advance notice.

You CANNOT remove a public record from our offices. If you desire a copy of the record, please inform the custodian of the record. The custodian will inform you of any fees we charge for copying and will arrange for the copying of the record.

We will ask that you request the record you desire to see in writing. We cannot require your request contain anything more than your name, address and a description of the record you desire. If the material you are seeking is exempt, we may also ask the reason you believe you have a right to access the record.

For more information about our procedures, fees, or office hours, please talk with the custodian of the record or the freedom of information officer.