

NOTICE TO RECORD REQUESTERS**Adoption Date:** 08/10/2020**Revision Date:** 8/13/2015, 08/10/2020, 11/8/2021**Page 1 of 1**

(To be posted in appropriate school office where records are maintained)

WELCH SCHOOL DISTRICT I-017**A. CUSTODIANS**

The official custodian of records found in this school is:

JEREMY RAMSEY, Superintendent of Schools

Persons designated as record custodians for these offices are:

Kimberley Hall, Elementary School Principal
Stacy Ezell, Middle and High School Principal
Kari Miller, Elementary and Middle School
Mary J Cook, High School
Mona Stines, Superintendent's Office

B. OFFICE HOURS FOR RECORD REQUESTS:

Any person requesting a public school record made, maintained, or kept by these offices may make such request anytime during the following hours, unless posted otherwise at the facility:

Monday	8:00 AM to 3:00 PM
Tuesday	8:00 AM to 3:00 PM
Wednesday	8:00 AM to 3:00 PM
Thursday	8:00 AM to 3:00 PM
Friday	8:00 AM to 3:00 PM

C. INSPECTION AND COPYING CHARGES:

The school district has established certain record search and record copying charges, which are intended to compensate the school for the expenses it incurs in the course of honoring your request. The fee schedule is posted in each office.

D. INSPECTION AND COPYING POLICIES:

The school has adopted certain policies and procedures regarding the manner in which your request for record inspection and/or copying is to be made by you and how that request will be handled by this office. Such policies and procedures are public records and may be reviewed and/or copied.