

**EH**

**DATA MANAGEMENT**  
(Public Use of School Records)

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this school district.

Adopted by Conway School Board - December 19, 1983

Revision Adopted – December 22, 1997

Reviewed with no change – June 1999

Revision Adopted – April 12, 2004

Reviewed by Policy Committee with change to procedures – December 4, 2007

## Procedures

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature.
2. In accord with RSA 91-A:4, if the Superintendent finds the information to be public in nature, he/she shall direct that it be released for reproduction on the premises. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information (see Policy DFH – Photocopy Charges). If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon its becoming available.
3. If the Superintendent finds the information not to be public in nature, he/she shall so inform the requesting party and shall for no reason release such information.
4. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he/she is hereby authorized to request, on behalf of the School Board, an opinion from the School Board's attorney as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the attorney and shall notify such person immediately upon receipt of an answer from the School Board's attorney.

See RSA 91-A:4, Right-to-Know Law.

5. Release of information is subject to the following provision (provided to all parents/guardians at the beginning of each school year).

The School District defines "directory information" as: name, address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, and photos.

Upon receipt of a written request, the School District will release such directory information to all external agencies and institutions possessing a valid educational reason for using such information as determined solely by the school administration.

Parents/guardians and students may refuse designation of any or all of the above categories of personally identifiable information as directory information for specific students provided that a written request to that effect is received by the Superintendent of Schools, 176A Main Street, Conway, NH, 03818 by September 30<sup>th</sup>.