

ACCESS TO PUBLIC RECORDS - NOTICE

The Oconomowoc Area School District is a common public school district providing education to students in grades 4K through 12. The School Board, consisting of seven members is the governing body of the District. Individual members of the School Board are elected or appointed to their office per state statutes.

The District's schools are comprised of the following:

1. Oconomowoc High School
2. Two Intermediate Schools: Nature Hill and Silver Lake
3. Five Elementary Schools: Greenland, Ixonia, Meadow View, Park Lawn and Summit

Administratively, the District is organized into the following Departments:

1. Superintendent
2. Business Services
3. Buildings and Grounds
4. Human Resources
5. Instructional Services
6. Research, Technology and Assessment
7. Student Services

Several positions within the District constitute local public offices for purposes of the Wisconsin Public Records Law, including the following positions:

1. Seats held by individual board members
2. Officers of the School Board
3. Superintendent of Schools
4. Site Principals
5. Assistant Superintendent for Business Services
6. Human Resources Administrator
7. Director of Curriculum and Instruction
8. Director of Special Education/Student Services

The Superintendent serves as the legal custodian of records for the following school district authorities:

1. The District, including the School Board as the governing body;
2. All committees which are subunits of the Board;
3. Other authorities created by rule or order of the Board;
4. The officers of the Board (President, Vice President, Clerk, Treasurer)
5. Individual members of the Board, but only to the extent such records are maintained at any District-owned or District-controlled facility, or on any District-controlled computer system. Each individual member of the Board is the sole legal custodian of the records of his/her elected office to the extent such records are maintained at any facility, or on any computer system, that is not owned or controlled by the District.

The Superintendent of Schools shall serve as a deputy custodian of records in the event that the District Administrator is absent or otherwise temporarily unavailable to perform the duties of the legal custodian of records. In addition, each building principal employed by the District shall serve as a deputy custodian concerning the education records of the students presently attending school in their building(s) or programs, as well as those student records which are otherwise maintained at their respective building(s).

Members of the public may request access to the public records that are under the supervision of the legal custodian by submitting a request to the records custodian during the regular business hours of the District's main Administrative Office, which are Monday through Friday from 8:00 A.M. to 4:00 P.M., except for holidays and such other exceptions as may be established in connection with the school calendar. Such requests may be made to:

Oconomowoc Area School District
Superintendent of Schools, Custodian of Public Records
W360 N7077 Brown Street
Oconomowoc, WI 53066

All requests must be reasonably specific as to the subject matter and time period of the records covered by the request. All requests will be processed as soon as practicable and without delay. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request.

**FEE SCHEDULE APPLICABLE TO REQUESTS FOR ACCESS TO
PUBLIC RECORDS**

The following fees are authorized to be charged to persons who request to inspect or copy the records of a District authority, to the extent such request is submitted, or responded to, under the Wisconsin Public Records Law:

1. \$0.25 per side of a page for each paper copy that is made of any standard-size paper record. Separate charges, not to exceed the actual, necessary and direct costs, may apply for issuing copies of photographs, electronic records, records which require transcription, or other specialized records;
2. The actual, necessary and direct cost of photographing and photographic processing for providing a photograph of a record, when the record does not permit standard copying;
3. There shall be no charge for the costs associated with locating a record unless the actual, necessary and direct location costs associated with the request exceed \$50, in which case the entire actual cost shall be imposed upon the requester; and
4. If records are mailed to the requester, the actual, necessary and direct postage/shipping costs.

Prepayment of authorized fees may be required for any request where the total fees exceed \$5.

In a situation where any fees differing from the fees identified in this Notice are established by law, or are authorized to be established by law, those other fees may be charged.

Requesters shall make checks for fees payable to Oconomowoc Area School District.

**SPECIAL NOTICE REGARDING RECORDS CONTAINING INFORMATION THAT IS PERSONALLY-
IDENTIFIABLE TO A STUDENT**

A parent, guardian or adult student who, pursuant to applicable state or federal law, wishes to inspect or copy personally-identifiable student records maintained by the District should submit such requests to the office of the student's current building principal, provided that the student in question is still enrolled in the District. Requests for records of former students should be submitted to the Principal of the last school of attendance except that requests for a copy of an individual's own high school transcript should be submitted to Principal, Oconomowoc High School. For more information regarding student records and accessing student records, see the District's student records policies and the student handbook. Fees other than those fees applicable to access to public records may apply to requests for student records.

REVISED: May 21, 2013
APPROVED: March 21, 2000