Mitchell Technical Institute
POLICY

PUBLIC’S RIGHT TO KNOW

Mitchell Technical Institute is a public institution, and thus supports the right of the people to know about its programs and services and will make every effort to disseminate information. All requests for information will be acted on fairly, completely, and expeditiously.

The Board is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters permissible under the law.

The official minutes of the Board, its written policies and regulations, and its financial records will be open for inspection at the office of the superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released by the superintendent or other persons responsible for the custody of confidential files for inspection by the public or unauthorized persons. The exception to this will be information about an individual employee or student that has been authorized in writing for release by the employee or student, or student’s parent.

LEGAL REFS.: SDCL 13-8-43
APPLICATION FOR ACCESS TO PUBLIC RECORDS

TO: Superintendent of Schools

____________________________________
Name of Agency

____________________________________
Address

I hereby apply to inspect / copy the following record:
(circle one)

____________________________________________________________________________

NOTE: The charge for copying records shall be 10 cents per page.

____________________________________  _______________________
Signature      Date

____________________________________  _______________________
Representing      Mailing Address

APPLICATION FOR ACCESS TO PUBLIC RECORDS

Approved _______
Denied _______
Record of which the district is Legal Custodian cannot be found. ________________
Record is not maintained by this district. ________________

____________________________________  _______________________
Signature     Title     Date

NOTICE: You have a right to appeal a denial of this application to the Board of Education.

___________________________________            ___________________________________
Name      Business address and telephone number

I hereby appeal:

___________________________________  ___________________________________
Signature      Date