



POLICY

Category	Approval		
Series 1100: School-Community Relations	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
			2022

PUBLIC’S RIGHT TO KNOW

MTC 1112

Mitchell Technical College 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

MTC 1112

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