



WINDHAM SCHOOL
DISTRICT

NUMBER: SD-03.03
DATE: October 18, 2007
PAGE: 1 of 3
SUPERSEDES: NONE

SUPERINTENDENT DIRECTIVE

SUBJECT: ELECTRONIC AND FACSIMILE PUBLIC INFORMATION REQUESTS

AUTHORITY: *Federal Educational Privacy Rights Act (FEPPRA)*, 20 U.S.C. Section 1232g; *Public Information Act (PIA)*, Section 552.201(a), Texas Government Code

APPLICABILITY: Windham School District (WSD or District)

POLICY:

The WSD Superintendent, as Chief Administrative Officer of the WSD, is designated by Section 552.201(a), Texas Government Code, as the WSD Public Information Officer. In this role, the Superintendent has the authority to name a designee to receive written requests transmitted to the District via e-mail or facsimile.

The WSD Superintendent hereby designates the WSD Office of the General Counsel (WSD OGC) as the office authorized to accept written requests under the PIA transmitted via e-mail or facsimile.

The WSD Superintendent further designates the WSD Educational Records Department as an alternate office authorized to accept written requests for student records under the FEPPRA transmitted via facsimile. E-mail submission of said requests shall not be accepted as FEPPRA allows release of educational records only through a signed release or in response to a subpoena.

PROCEDURES:

- I. The WSD OGC shall accept written requests for public information made to the District via e-mail or facsimile at the terminals designated on Monday through Friday (exclusive of District observed holidays), 8:00 a.m. to 5:00 p.m. Any request transmitted to the WSD OGC at a time other than the times authorized by this section shall be accepted as received on the first business day following the transmission.

The e-mail address for this purpose shall be established as open.records@wsdtx.org.

The facsimile number for this purpose shall be established as (936) 436-4031.

- II. The WSD Educational Records Department shall accept written requests for student records made to the District by facsimile at the terminals designated on Monday through Friday (exclusive of District observed holidays), 8:00 a.m. to 5:00 p.m. Any request transmitted to the Educational Records Department at a time other than the times authorized by this section shall be accepted as received on the first business day following the transmission.

The facsimile number for this purpose shall be established as (936) 291-5344.

- III. The Internet Webpage Notice (Attachment A) shall be provided as a link on WSD's webpage regarding the designation of the WSD OGC as recipient of PIA requests transmitted via e-mail or facsimile and the designation of the WSD Educational Records Department as recipient of FEPRAs requests transmitted via facsimile.
- IV. The WSD OGC shall assure that such requests for information received via e-mail or facsimile shall be disseminated in a timely manner to the proper proponent for response in accordance with the PIA. The WSD Educational Records Department shall assure requests for student records are handled in accordance with FEPRAs.
- V. After approval by the WSD OGC, district employees shall continue to process, in accordance with the PIA, requests for information received via e-mail or facsimile.

Debbie Roberts, Superintendent
Windham School District

Internet Web-Page Notice

**Public Information Act
(Open Records Requests)**

Pursuant to Chapter 552.201, Texas Government Code:

The Superintendent of the Windham School District (WSD) has designated the WSD Office of the General Counsel as the recipient of all transmitted E-MAIL and FACSIMILE requests under the *Public Information Act*. For such requests the address, e-mail address and facsimile number shall be as follows:

Windham School District
Office of the General Counsel
P.O. Box 40
Huntsville, TX 77342-0040

E-mail: open.records@wsdtx.org

Facsimile: (936) 436-4031

**Federal Educational Privacy Rights Act
(Student Records Requests)**

Pursuant to 20 U.S.C. Section 1232g:

The WSD Superintendent has designated the WSD Educational Records Department as an alternate recipient of FACSIMILE requests under the *Federal Educational Privacy Rights Act (FEPPRA)*. E-mail requests shall not be accepted as FEPPRA allows the release of educational records only through a signed release or in response to a subpoena. For requests of student records, the address and facsimile number of WSD Educational Records Department shall be as follows:

Windham School District
Educational Records Department
P.O. Box 40
Huntsville, TX 77342-0040

Facsimile: (936) 291-5344