



WINDHAM SCHOOL
DISTRICT

NUMBER: SD-03.03 (rev. 2)
DATE: May 14, 2015
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SUPERSEDES: SD-03.03 (rev. 1)
September 18, 2014

SUPERINTENDENT DIRECTIVE

SUBJECT: ELECTRONIC AND FACSIMILE PUBLIC INFORMATION REQUESTS

AUTHORITY: *Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g; Public Information Act (PIA), Section 552.201(a), Tex. Gov't Code*

APPLICABILITY: Windham School District (WSD)

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 WSD via email or facsimile.

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

The WSD superintendent further designates the WSD Counseling, Testing and Records Department as an alternate office authorized under the FERPA to accept written requests for student records transmitted via facsimile. Email submission of said requests shall be accepted only if a signed release is scanned and emailed as an attachment, as FERPA 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 WSD via email or facsimile at the terminals designated on Monday through Friday (exclusive of WSD 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 email 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 Counseling, Testing and Records Department shall accept written requests for student records made to the WSD by facsimile or email at the terminals designated on Monday through Friday (exclusive of WSD observed holidays), 8:00 a.m. to 5:00 p.m. Any request transmitted to the Counseling, Testing and 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.

The email address for this purpose shall be established as records@wsdtx.org.

- III. The internet webpage notice shall be provided as a link on WSD's webpage at <http://www.wsdtx.org/about-us/open-records-about> regarding the designation of the WSD OGC as recipient of PIA requests transmitted via email or facsimile and the designation of the WSD Counseling, Testing and Records Department as recipient of FERPA requests.
- IV. The WSD OGC shall assure that such requests for information received via email or facsimile shall be disseminated in a timely manner to the proper proponent for response in accordance with the PIA. The WSD Counseling, Testing and Records Department shall assure requests for student records are handled in accordance with FERPA.
- V. After approval by the WSD OGC, WSD employees shall continue to process, in accordance with the PIA, requests for information received via email or facsimile.

Signature on file

Dr. Clint Carpenter, Superintendent
Windham School District