

CHAPTER 10

10.16 DUPLICATION OF MATERIALS AND RECORDS

Established 11/27/2007

10.16.1 Rationale

Marshall County Schools recognizes its unique role in the community as a repository of educational and demographic records for both students and staff.

10.16.2 Records

Records maintained by the school and central office personnel are often required by other agencies for proof of age, proof of identity, and for various eligibility determinations.

10.16.3 Duplication

Due to the expense of making duplicates of records and the administrative time spent in researching files and responding to inquiries, the administration will follow an established fee schedule for duplication services.