

TRINITY LUTHERAN CHURCH BOARD OF CHRISTIAN SCHOOL POLICY MANUAL

Examination of School Public Records

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Date of Last Revision:

The public may view public records of Trinity school during the regular hours of the administrative office of the school. These hours are 8 a.m. to 4 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to review the Trinity School public records shall contact the principal, who will make arrangements for anyone to view the records as soon as practicable, depending on the nature of the request.

Records defined by law as confidential records shall only be viewed or copied upon receipt of written permission of the principal from the person or entity whose confidential records are being requested.

The principal shall be the custodian of the Trinity School records. It shall be the responsibility of the principal to respond in a timely manner to requests for viewing and receiving public records of Trinity School.