

PUBLIC'S RIGHT TO KNOW /
FREEDOM OF INFORMATION

Public records of the School will be open for inspection by any person as provided by law.

Public record means any recorded information that is made, maintained, or kept by, or is in the possession of, the School. Such records include minutes of the Governing Board, agendas, financial records, contracts, and statistical summaries.

The office of the Head of School will be open to receive requests for records inspection or copying during normal business hours on Monday through Friday.

Requests for access to records shall be directed to the office of the Head of School. As required by law, the public record request point of contact is listed below and will be published on the School website:

Name of employee or department:

Head of School

E-mail: whitney@flagmontessori.com

Telephone: 928-226-1212

The above stated employee/department shall reply within five (5) business days acknowledging receipt of the request. If the School utilizes an online portal for submission of public records requests a receipt will be delivered upon submission.

All persons requesting inspection and/or copying of public records must attest that they have not requested the public records of the School for a commercial purpose. If the records are requested for a commercial purpose, the requester must provide a statement, verified by the requester, setting forth the commercial purpose for which the materials will be used.

The above declaration will be made and signed on the official form provided by the School for requesting inspection and/or copying of public records.

The Head of School shall permit access to, or provide for the copying of, the records requested promptly following the request or will provide an explanation of a cause for further delay and will give notification of the time the records will be available.

Requirements of access and inspection apply only to existing records and do not require creation of new records. Public inspection of a document that otherwise would be a public record may be denied by the Head of School if 1) the record is made confidential by statute, 2) the record involves the privacy interests of persons, or 3) disclosure would be detrimental to the best interests of the School. If a public record contains material that is not subject to disclosure,

the School will delete such material and make available to the requester such material in the record as is subject to disclosure.

Records contained on a computer will be provided only in the form in which the information can be made available using existing computer programs.

A fee shall be levied on each request to cover the cost of making copies.