

Confidentiality - 4.7 Fees

State Performance Plan (SPP):

(See Overview in the Introduction for more information on the SPP.)

Intent:

To provide guidance for school districts (LEAs) in charging parents a fee for copying records of their child with a disability.

REQUIREMENT

3301-51-04

(H) Fees

- (1) Each participating agency may charge a fee for copies of records that are made for parents under this rule if the fee does not effectively prevent the parents from exercising their right to inspect and review those records.
- (2) A participating agency may not charge a fee to search for or to retrieve information under this rule.

GUIDANCE

Fees

The school district has policies and procedures in effect that ensure parents have the right to inspect and review records. These policies and procedures should include:

- The establishment of a reasonable fee for copies of requested records (a posting of these fees is advisable), and
- A requirement to inform parents of the fee at the time of their request for copies of records.

LEGAL CITATIONS:

Federal Statutes:

20.U.S.C. 1412(a) (8); 1417(c)

Federal Regulation:

34 CFR §300.617

Ohio Revised Code:

3319.321(D)

3323.08(A)

Operating Standards:

3301-51-04(H)

FORMS (* = required)