



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3260
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Business & Non-Instructional Operations

Materials Fees

1. Purpose and Scope

To provide a fee schedule for furnishing duplicate school or district records to individuals, public or private organizations.

2. Regulations

- A. Care must be exercised that any record furnished to the public does not contain information, the disclosure of which would constitute an unwarranted invasion of personal privacy. Personal information concerning students, graduates or employees shall never be furnished over the telephone.
- B. Questionable requests for information shall be referred to the office of the Assistant Superintendent Business Services for a decision.
- C. The following records and other materials may be duplicated and furnished to authorized individuals and organizations at the indicated fee. All fees shall be paid in advance before the record is duplicated. Fees received shall be abated to the General Fund.

<u>Description of Records</u>	<u>Fee</u>
Employer request verifying graduation, etc.	Free
Release of information to Armed Forces, Police, FBI, etc. (after proper identification)	Free
Retail Credit Information	\$1.00 per request
Transcripts:	
To correctional institutions	Free
To Senior Students	Free

Materials Fees (continued)

<u>Description of Records</u>	<u>Fee</u>
To Graduate Students	
1-2	\$1.00 per copy
3 or more	\$1.00 per copy
Any over 5 years	
Unofficial - To Student (no test results, scores, and marked "unofficial")	\$1.00 per copy
Transcripts:	
To correctional institutions	Free
To Senior Students	Free
To Graduate Students	
1-2	\$1.00 per copy
3 or more	\$1.00 per copy
Any over 5 years	
Unofficial - To Student (no test results, scores, and marked "unofficial")	\$1.00 per copy
Verification of completion of driver education and driver training to insurance companies:	
First copy	Free
Duplication copies	\$1.00 per copy
Copies from Personnel Files	
The following rates will apply to xeroxing of docu- ments contained in a personnel file (classified or certificated)	\$1.00 labor charge \$0.10 per page (each side)
Employee request for instructional use	Free
Public requests	\$0.10 per page
Personal use of copy Machines	\$0.10 per page \$0.05 per page

Materials Fees (continued)

<u>Description of Records</u>	<u>Fee</u>
Publications (guides, outlines, reports, etc.)	
1-10 pages	\$0.10 per page
11-25 pages	\$1.50
26-50 pages	\$3.50
51-100 pages	\$6.00
Over 100 pages	\$6.00 plus 5¢ per additional page
Senior Class Lists (Data Processing)	
State Colleges and Universities	Free
Private Colleges and Universities	
List for 1 school	\$15.00
List for 5 schools	\$50.00
Commercial colleges and schools	Not authorized
Special Data Processing Runs	
Actual labor costs plus material, plus 10% overhead	
Materials prepared by other than the district	
Actual cost plus 10% for handling and distribution	

Regulation
approved: 1/13/87