

DISTRIBUTION OF PERSONNEL AND STUDENT DATA

I. STAFF AND STUDENT DEMOGRAPHIC DATA

Information of Lafayette Parish School System employees/students will be made available upon a written request submitted to the Superintendent's Office. The following fee structure will apply:

Computer Print-Out	
Service Fee.....	\$20.00
Plus \$.50 per page	
Labels	
Service Fee.....	\$20.00
Box of Labels.....	\$30.00
Other	
Data Storage (Disk or CD) ea.....	\$3.00

Selective lists of groups identified by common characteristics will require special programming. Such time will be charged at \$75.00/hour with a one hour minimum. The charge for the first hour of special programming will be waived once each fiscal year for a request from a recognized educational group.

Requests by state, not-for-profit colleges and universities and the military for student data will be honored and will be exempt from these fees.

II. TRANSCRIPTS

Requests for transcripts are to be submitted to Student Services. Requests by alumni and by non-graduates will be serviced for a fee of \$3.00 per page; not to exceed the maximum amount of \$20.00 per request.

Adopted: 02/04/87
Revised: 10/7/98
Revised: 09/06/06