

**REQUESTS FOR FINANCIAL OR STATISTICAL INFORMATION**

On many occasions inquiries have been received at a school or at the central administrative office for statistics, lists, financial or other business data, payroll information, data regarding school pupils, and other similar data. Such inquiries may come from employees of the district or other school districts, parents, newspaper reporters, members of organizations, or individuals and may be made for a wide variety of purposes. In most cases, the inquiry is made directly to the staff member who is believed to be most closely involved with the data requested such as payroll information from the payroll clerk, student data from a school secretary or principal, etc. In many such instances the staff member receiving the request has produced the information requested but only at the cost of a considerable amount of clerical time and effort.

In all such cases it is required that requests for the types of information indicated above be made in writing and approved by the Superintendent or designee before the data is gathered and released to the inquirer. No employee of the district should provide such information on request unless prior specific direction to do so has been given by the Superintendent or designee. This will serve to accomplish a number of purposes, including the following:

1. Insure administrative awareness of the inquiry and its purpose.
2. Prevent duplication among staff members who may be involved in developing the same or similar data.
3. Prevent unauthorized release of information when circumstances justify such action.
4. Assure that data released will be correct, complete, up-to-date and suited to the purpose of the inquiry.

The Superintendent and assistant superintendents reserve the right to make exceptions to the requirement that requests be in writing and will normally make this exception for newspaper reporters when circumstances permit.