



NEW LEAF PREP ACADEMY

Document Request Policy

New Leaf Prep Academy is a public charter school, overseen by a board of directors, and authorized by the Universities of Wisconsin Office of Educational Opportunity. We work to provide operational transparency and publicly post many school documents on our website for the community to reference. When a document can not be found on our school website, it can be requested at any time following the process outlined below.

Requirements of the public records law apply to records that exist at the time a public records request is made. The public records law does not require authorities to provide requested information if no responsive record exists, and generally does not require authorities to create new records in order to fulfill public records requests. All persons are entitled to the greatest possible information regarding the affairs of those officers and employees who represent them on the New Leaf Prep Academy Governance Board.

1. SUBMITTING DOCUMENT REQUESTS

School documents may be requested at any time by submitting a formal request via email to: board@newleafprepacademy.org or contact@newleafprepacademy.org

Formal document requests should be specific and indicate the exact information you are looking to obtain. At some point, an overly broad request becomes sufficiently excessive to warrant rejection pursuant to Wis. Stat. § 19.35(1)(h).89

2. RESPONSE TO THE REQUEST

- Individuals requesting documents will be responded to in writing as soon as practicable, within 48 business hours.
- For a simple request, for a limited number of easily identifiable records, requests will generally be fulfilled within 10 working days.
- A reasonable time to compile records may be longer for requests that are broader in scope. The estimated completion of record compilation will be communicated as a response to the request, along with any anticipated fees.

3. FEES

New Leaf Prep Academy has a small administrative team that works to stay focused on the needs of the student body. For this reason, pursuant with statute 19.53(3) we may impose a fee upon the requester of a copy of a record which does not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law. We charge for copies of responsive records and the time spent searching for responsive records. This charge is calculated by multiplying the hourly pay rate for the least expensive yet qualified employee to run the search by the anticipated number of hours it'll take to complete the search and compile the documents. If the total anticipated cost is more than fifty dollars, a prepayment will be charged for records. If the prepayment charged exceeds the actual costs for record compilation the monetary difference will be returned to the individual who requested the documents via check.

4. RECORD COLLECTION

The requested documents will be printed as hard copies and available for pickup in the school's main office on the date indicated.