



Poudre School District

RECORDS & RISK MANAGEMENT

August 27, 2020

VIA E-MAIL (101436-27703357@requests.muckrock.com)

Eric Carlson

Re: Open Records Act Request

Dear Mr. Carlson:

This letter is in response to your August 24, 2020, request for records made under the Colorado Open Records Act ("CORA"). In your e-mail, you have requested the following: (1) "Any policies, procedures, or other guiding documents concerning students' Personally Identifiable Information sold, given, or otherwise transferred to military recruiters"; and (2) "Any policies, procedures, or other guiding documents concerning school building access granted to military recruiters for the purpose of recruiting students."

CORA generally requires the Poudre School District R-1 (the "District") to make its public records available for inspection and copying upon request unless they are confidential or privileged. In this regard, CORA defines "public records" as all records made, maintained or kept by the District for use in the exercise of functions required or authorized by law or administrative rule, or involving the receipt or expenditure of public funds.

In response to your request no. 1, the following documents are attached to the e-mail transmitting this letter:

1. District Policy JRA/JRC, Student Records/Release of Information on Students
2. District Policy JLDAC, Screening/Testing of Students
3. Records Processes and Practices
4. Registrar Education Records Guide
5. 2020-2021 Opt Out Form (English and Spanish)

In addition to the documents listed above, the District's Records Center has a Frequently Ask Questions page for staff. One of the questions is, "Does a Military Recruiter have the right to see a student's file?" Because this web page can only be accessed by District employees, a screen shot of the question and the answer is attached to the e-mail transmitting this letter.

Regarding your request no. 2, I have been informed that the District does not have any records responsive to your request.

Sincerely,

Kristin S. Bennett
Director of Records & Risk Management

cc: Dr. Sandra Smyser, Superintendent
Scott Nielsen, Assistant Superintendent of Secondary Schools
Madeline Noblett, Executive Director of Communications