

## REQUESTS FOR INFORMATION

Alexandria City Public Schools complies with the Virginia Freedom of Information Act. Except as otherwise specifically provided by law, all public records are open to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth and representatives of radio and television stations broadcasting in or into the Commonwealth during the regular office hours of the custodian of such records. All requests for information are processed in accordance with Regulation KBA-R.

The name and contact information for the person the School Board has designated as its Freedom of Information (FOIA) Officer is listed in regulation KBA-R and posted on the Division website. The FOIA Officer serves as a point of contact for members of the public in requesting public records and coordinates the School Board's compliance with FOIA. The FOIA ~~officer~~ Officer receives training at least annually from the School Board's legal counsel or the Virginia Freedom of Information Advisory Council.

Adopted: June 1, 2006  
Amended: July 2, 2007  
Affirmed: June 23, 2016  
Amended: December 15, 2016  
Amended:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-~~3700 et seq~~-3704, 2.2-3704.2.

Cross Refs.: KBA-R Requests for Information Regulations  
KBE Internet Privacy