

## **UPLIFT MICHIGAN ACADEMY**

### **1. FREEDOM OF INFORMATION ACT (FOIA) COMPLIANCE**

It is the responsibility of the Board to maintain the public records of this Academy and to make these records available to residents of Michigan for inspection and reproduction in accordance with the requirements of the Michigan Freedom of Information Act (FOIA).

The public records of this Academy include any writing or other means of recording or retaining meaningful content prepared, owned, used, in the possession of, or retained by the Academy, its Board, officers, or any Educational Service Provider employees subject to certain exemptions according to the FOIA.

Any person may make a written request for any public records of the Academy. The person may inspect, copy, or receive copies of the public record requested. The Academy shall respond to the requests within five (5) working days after receipt, unless FOIA provides otherwise.

An individual may purchase copies of the Academy's public records on payment of a fee. No original public record may be removed from the office in which it is maintained except by a Board officer or employee in the performance of his/her duties. Neither the Board nor its employees shall permit the release of the social security number of an employee, student, or other individual except as authorized by law.

The Board authorizes any Educational Service Provider to the Academy, if any, to provide, on written request, immediate access to any public record which the Academy has stored in an electronic database and is not confidential or exempt from disclosure by State or Federal statute. These records may be provided by means of a computer disk provided by the requester, electronic mail, or a modem providing the requester has paid the fee established for transmission.

Personal and confidential information provided to and retained by the Academy on parents, students, staff, and others will be considered exempt from disclosure pursuant to a FOIA request, unless advised specifically by the Academy's legal counsel that the information must be released. Personal and confidential information of this nature shall include home addresses, telephone numbers, e-mail addresses, or website pages, except as they are specifically related to the operation of the Academy, or specifically authorized for release by the individual, or the parent/guardian if the individual is a minor.

If applicable, any Educational Service Provider to the Academy is authorized to dispose of correspondence daily, including correspondence transmitted by voice mail or E-mail, providing the message does not alter existing Academy records.

If applicable, any Educational Service Provider to the Academy responsible for transmission of data contained in the single record student data base established by the Michigan Department of Education in accordance with all applicable rules and regulations.

If applicable, any Educational Service Provider to the Academy shall establish Administrative Procedures to ensure proper compliance with the intent of this policy and FOIA.

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References:

MCL 15.231 et seq.

MCL 445.81 et seq.