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## Reports, Surveys, Requests for Information

The Yolo County Superintendent of Schools ("Superintendent") shall set up a screening process by which any request for information or request that the Yolo County Office of Education ("YCOE") participate in a survey or a study may be approved or disapproved, and that criteria for approval be established.

The Yolo County Board of Education ("County Board") and Superintendent expect that all reports, surveys, and studies mandated by legislative, judicial or administrative agencies which have authority over the schools will be honored fully and that they will be completed properly and in good time.

Optional reports, surveys, and requests for information from any individual or organization whatsoever will be completed only when the Superintendent believes that the amount of time required by staff will be reasonable, that an appropriate educational purpose will be served, that the individual or organization making the request is reputable, that no invasion of privacy of staff or student records is possible, that improper use of the report, survey or information is highly unlikely, and that assurance is received that the YCOE will receive a copy of any report, survey, or published use of the information provided.

## **Legal References:**

Education Code, 44031, 49060-49078 Administrative Code, Title 5, 435 et seq. Government Code, 7920.000-7931.000

**ADOPTED:** 09/24/84

**REVISED:** 01/25/93, [7-21-23]