



Records Request

As defined by Family Education Rights and Privacy Act (FERPA) an Educational Record is any document, that is directly related to a student and that is maintained by an educational agency.

Reducing Costs and Limiting Charges

Labor Costs can be reduced significantly if requests include keywords instead of open-ended terms such as “All documents or emails”. Similarly, narrowing a request to certain individual or a particular date range can greatly reduce the use of extensive labor.

Redaction

We must review every email/document for any personal identifiable information that is exempt from public records law. If there is exempt information it will be redacted (taken out).

Records Request (RR) Invoice Calculation

Redactions of Emails

It is estimated at 2 minutes per email (attachments are included) to redact. For the invoice, multiply this by the number of emails that we receive based on the parameters you have provided, and then we provide the invoice. Once the invoice is paid, we begin the redaction process. If this process takes less than the time on the invoice, we reimburse the money difference back to the requester.

Redactions of Documents

It is estimated at 1 minute per page to redact. For the invoice, multiply this by the number of pages that is received based on the parameters you have provided, and then we provide the invoice. Once the invoice is paid, we begin the redaction process. If this process takes less than the time on the invoice, we reimburse the money difference back to the requester.

Fees for Copying Records

- 15 cents per one sided sheet legal size or smaller
- 20 cents per two sided legal size or smaller
- \$1.00 per certified copy (notarized)
- Processing, shipping, and redacting fees may vary.

Please note: The Public Records/Educational Records Law does not contain a specific time (Ex: 48 hours) for fulfilling a request. The request needs to be within a reasonable amount of time.

Making a Records Request

You may email recordsrequest@BrevardSchools.org

You may call 321-633-1000, ext. 453

You may click here [Student Record Request Form](#)

You may walk-in and fill out a form or ask for assistance in completing the form for submittal.