

FREEDOM OF INFORMATION ACT REQUEST

Freedom of Information Act Request

High Point Academy is committed to transparency and providing records to the public in accordance with South Carolina's Freedom of Information Act (FOIA), Chapter 4, Title 30, Code of Laws of South Carolina. The full law can be found here: [South Carolina Legislature](#).

Any member of the public can review or obtain school district records that are determined to be public under the provisions of the FOIA. Certain conditions for reviewing or obtaining copies of records may apply.

We do not make public, and will not produce in response to requests, records that may be exempt under state law, including, but not limited to, trade secrets, personal information of students or teachers, confidential proprietary information, privileged communications, or protected information. We do not provide personally identifiable student information. We abide by all laws and regulations pertaining to the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act and do not make public any records protected under these Acts. Additionally, South Carolina law prohibits obtaining or using public records for commercial solicitation directed to any person in this State and provides penalties for noncompliance under S.C. Code Ann. § 30-2-50.

How do I request information?

All requests pursuant to the FOIA must be submitted in writing and contain the following information:

- Name
- Address

- Email Address
- Telephone Number
- Description of the public record being sought
- Date of request
- Confirmation that the information will not be used for commercial solicitation

Written requests can be made by U.S. mail or by email to:

High Point Academy
Superintendent
Attn: FOIA
6655 Pottery Road
Spartanburg, South Carolina 29303
bsherman@hpspart.org

FOIA Response Guidelines and Fee Schedule

Under FOIA, High Point Academy has **10 business days** (excluding weekends and holidays) to notify the requester of the public availability of the requested record. Once notification has taken place, High Point Academy has an additional 30 calendar days to produce the requested material. All requests will be responded to within the time required by South Carolina law. The initial response will notify the requestor as to whether the requested information will be released or withheld due to a specific exemption in the Freedom of Information Act (FOIA). When possible, High Point Academy will provide the requestor with a timeline of when the information will be available.

Charges to requestors are as follows:

- Search, retrieval, and redaction costs of records will be charged at the prorated hourly salary of the lowest-paid employee who, in the

reasonable discretion of the custodian of the records, has the necessary skill and training to perform the search, retrieval, and, if appropriate, redaction.

- Required 25% deposit to begin the FOIA request.
- The balance must be paid prior to receipt of the requested information.

Requests for waivers of fees may be approved by the Superintendent.