

## **St. Tammany Parish Guidelines Regarding ACT 436**

Schools shall provide parents and/or legal guardians access to the instructional materials outlined in ACT 436 which are being used by their child's classroom teacher. These materials include non-secure tests, non-secure assessments, non-secure surveys, books, supplementary materials, computer software, magnetic materials, DVD, CD-ROM, computerized courseware, online websites and materials, and resources used in the classroom. Access shall be provided during school hours either by allowing a viewing area of the actual materials on the school campus or a written request for copies of non-copyright materials.

If a parent and/or legal guardian makes a written request, the school should provide copies of requested information within five working days at a cost of 0.05 per page. The attached form must be completed in order to process the request.

The request form is to be posted on each school's website with an explanatory paragraph. During school open house events, scheduling nights, parent meetings, and other parent orientations, the forms should be made readily available.