



## Freedom of Information Act (FOIA) Public Summary

### Your Right to Public Records

The Greenspire School is committed to transparency and follows the **Michigan Freedom of Information Act (FOIA)**, which allows the public to request access to certain public records. This summary provides an overview of how to submit a request, understand our response, and what fees may apply.

### How to Submit a FOIA Request

To request public records from The Greenspire School:

- **Requests must be in writing** and should clearly describe the records sought.
- You may submit your request by:
  - **Email:** michael.schramm@greenspireschool.org
  - **Mail:**  
*FOIA Coordinator*  
The Greenspire School  
1026 Red Dr.  
Traverse City, MI 49684
  - **In Person:** Deliver to the school's main office at 1026 Red Dr., Traverse City, MI during school hours.

### Understanding Our Response

Once we receive a **written FOIA request**, we will respond within **five (5) business days** in one of the following ways:

1. **Grant the request** and provide the records.
2. **Deny the request** if the records are exempt under Michigan law (we will provide the reason for the denial).
3. **Partially grant and partially deny** the request, explaining which portions are exempt.
4. **Extend the response time** by up to **ten (10) additional business days** if necessary.

### Deposit Requirements & Fee Calculations

In some cases, The Greenspire School may require a **deposit** before processing a request, particularly if estimated costs exceed **\$50.00**. Fees may include:

- **Labor costs** for searching, retrieving, and reviewing records.
- **Copying and mailing fees**, if applicable.



- **Redaction fees**, if confidential information must be removed.
- The first **\$20.00** of fees may be waived for individuals demonstrating **indigency** or receiving public assistance.

A detailed fee estimate will be provided before any charges are incurred.

## How to Challenge a FOIA Response

If your request is **denied** or if you disagree with the fees assessed, you may:

1. **Submit a written appeal** to the **FOIA Coordinator** explaining the reason for your appeal.
2. If still unresolved, you may **file a lawsuit** in the **Michigan Circuit Court** to challenge the decision.

## Public Posting of FOIA Guidelines

As required by law, this summary and our full **FOIA Procedures and Guidelines** are available:

- On our website: <https://greenspireschool.org/>
- In print at The Greenspire School's main office.

For questions about FOIA requests, please contact our **FOIA Coordinator** at [michael.schramm@greenspireschool.org](mailto:michael.schramm@greenspireschool.org).