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October 14, 2026

Custodian of Records
West Orange Board of Education
Business Office
179 Eagle Rock Avenue
West Orange, NJ 07052



**Re: OPRA request: Instructional schedules, class coverage, and movies
(requester reference OPRA-003)**

Dear Custodian of Records,

This is a request for government records under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law right of access. It is not made for a commercial purpose, and the records are not sought in connection with a legal proceeding. Electronic copies by email are requested; where a record exists as a spreadsheet or a system export, please send it in that form.

Period for items 3 and 4: September 1, 2026 through the date of this request.

Records requested:

1. For each elementary and middle school, the master schedule or daily bell schedule in effect for 2026-27, showing the instructional periods or blocks for each grade with their start and end times.
2. The Board policy and any accompanying regulation that governs the showing of films, movies, or video to students during the school day.
3. A report or export from the absence-management system used for teachers, whether the District operates it or the substitute staffing vendor (Sunbelt Staffing, LLC, under the agreement approved August 24, 2026, Finance/Business Office item 20) operates it on the District's behalf, showing for each school day in the period, by school building, the number of teacher absences and the number left without a