Public Records Request

***This form is optional.**
A requester may request public records by any means (phone, email, fax, in-person, etc.). The use of this form is not required by law and refusal to use this form will not be the basis of denying a request. However, this form can be useful in helping the school accurately identify the records being requested and promptly provide requested records.

School Name: _____ **Date of Request:** _____

To whom/where should the records be sent:

- ☐ Email: _____

OR

- ☐ Picked up in-person at the school. Phone number to be reached when records are ready for pick-up: _____

OR

- ☐ Paper copies mailed to: _____
  _____
  _____

(For mailed paper copies, you may be required to pay 10 cents per page and the actual cost of postage in advance of the records being sent.)

Requestor's e-mail and/or name & phone number: _____
(As is this form, this information is optional, but helpful in case the school has questions to clarify the request)

Description of Records Requested:

_____
_____
_____
_____
_____
_____
_____
_____
_____

OPTIONAL