Public Records Request Log

School Name: _____ **School Year:** _____

As a best practice, the school may complete this log to assist in tracking public records requests. Failure to complete this form is not a violation of law or school policy. However, completion of this form will help the school comply with public records laws and best practices.

Date request received	Date acknowledgement was provided to the requester that the request was received	Brief Description of records requested	Date request was fulfilled	Yes or No if any information was redacted as allowed by law