

Public Records Request Tracking Form

As a best practice, school personnel receiving a request for public records may complete this form to assist in tracking and documenting 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 policies and demonstrate the school's transparency in operations.

After receiving a request for records, this form should be sent immediately to school's legal counsel at: amy@amygoodsonlaw.com

School Name: _____

Date Request Received: _____ **Name of Person Receiving Request:** _____

** Promptly upon receiving a request, provide the requestor acknowledgement that the request has been received and is promptly being processed.

Date acknowledgment was provided: _____

Request Submitted By: _____ E-Mail _____ U.S. Mail _____ Fax _____ Phone _____ In person

All of the below information is OPTIONAL. If in-person or via phone, tell the requester that they may remain anonymous, but that providing this information will be helpful if questions arise about the request.

Name of Requester: _____

Address: _____

Telephone: _____ Email: _____

Description of Records Requested:

Method by which requestor has requested records be sent:

(Requestors may also request to simply inspect the records and not receive copies.)

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: _____

