

Public Records Request Form

Please complete so that we can get you the documents you request with the utmost efficiency and accuracy.

NOTE: Identity is not required of public records, however in order to document the distribution of said records it is requested by the Board of Education.

Name (Optional): _____ **Date:** _____

Address (Optional, but required if records are to be mailed):

Phone (Optional) _____

Email: _____

Please Choose One:

_____ **Inspect the following public record(s)**

_____ **Receive a copy of the following public record (s)**

_____ **Gather requested documentation for court case**

Records Requested (Please be specific):
