

**PUBLIC REQUEST  
FOR  
SCHOOL RECORDS**

Person requesting records: \_\_\_\_\_

Address of person requesting records: \_\_\_\_\_

\_\_\_\_\_

Phone number of person requesting records: \_\_\_\_\_

Specific records being requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Approval to release records

\_\_\_\_\_ Denial to release records

\_\_\_\_\_ Delayed release of records

Reason for denial or reason for delay:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Custodian of Records

\_\_\_\_\_  
Date

\_\_\_\_\_  
Freedom of Information Officer

\_\_\_\_\_  
Date

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**For Office Use Only:**

Date and time the request was made: \_\_\_\_\_