

**FOIA - Written Request for District Records**

All requests to inspect and/or to obtain a copy of District records must be made in writing. Please submit the following completed request to the Superintendent.

Dear Superintendent,

I/We are hereby requesting that I/We:

\_\_\_\_\_ Inspect the following records in the District's Administrative office

\_\_\_\_\_ Receive copies of the following records (Please indicate mail, fax or personal pickup)

\_\_\_\_\_  
Name of Individual(s) Requesting District Records

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature(s) of Requester(s)

\_\_\_\_\_  
Date

**Staff Instructions:**

1. If this request was received in another form, attach the document to this completed form.
2. Calculate copy fee. Records must be approved for release and any copy fees paid in advance of duplication.
3. Submit to Superintendent

<b>Record Description</b> <i>(Please be specific)</i>	<b>Copy Requested</b>	<b>Copy Fee *</b>	<b>To be mailed</b>	<b>To be picked up</b>
1.				
2.				
3.				
Total Fee:				