

PROCEDURES

Freedom of Information Act (FOIA) Summary

Charges for FOIA Request Form

To: Superintendent's Office

Charges have been incurred in providing access to the records of the School District of the City of Wyandotte as follows:

Provided to:

Name: _____

Address: _____

City/State/Zip: _____

Description of Record: _____

Please see FOIA Fee Itemization Form for a breakdown of costs

Total Amount Due \$ _____

Record Provided by: _____

Department: _____

Date: _____

Date Payment Received: _____