PUBLIC RECORDS REQUEST

NHCS
Reach, Equip, Achieve

Send this Public Records Request to:
NHCS Public Relations Department - Attn.: *Ann Gibson, Chief Communications Officer*
6410 Carolina Beach Road, Wilmington, NC 28412 • Phone 910-254-4221 • Fax 910-254-4477
ann.gibson@nhcs.net • www.nhcs.net

DATE: _____

NAME/TITLE: _____

AFFILIATION: ☐ *Media* ☐ *Parent* ☐ *Employee* ☐ *Student* ☐ *Business Owner*
☐ *Other*_____

ORGANIZATION *(if applicable):* _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

RECORDS REQUESTED: _____
(Please be specific about your request - names, dates, etc.)

_____

_____

_____

_____

_____

_____

_____

_____

PLEASE NOTE: *New Hanover County Schools will respond to your request in a timely manner. Please be advised that some records may take longer to produce depending on the nature of the request. The district will provide existing documents available on file. NHCS cannot create documents that do not exist. Please contact the Chief Communications Officer with any questions.*