

**LAMOILLE NORTH SUPERVISORY UNION
SUPERINTENDENT'S OFFICE
REQUEST FOR PUBLIC RECORDS AND DOCUMENTS**

THE SUPERINTENDENT'S OFFICE STAFF WILL MAKE EVERY ATTEMPT TO HONOR YOUR REQUEST FOR MATERIALS WITHIN THREE (3) BUSINESS DAYS FROM THE DATE THE REQUEST IS RECEIVED. HOWEVER, DELAYS UP TO 30 DAYS MAY OCCUR DUE TO STAFF WORKLOADS AND OTHER DEMANDS.

DATE: _____ TELEPHONE NO.: _____

NAME: _____

ADDRESS: _____

MATERIALS REQUESTED (please be precise and specific):

COPY CHARGES: \$.05 per page requested or \$.10 per double-sided page.
(Note: Charges are for pages up to 8.5 x 14 inches)

MAILING FEES: Up to 5 pages, \$.58 plus \$.30 for each additional 5 pages

COST OF STAFF TIME: If your request requires more than 30 minutes of staff time to compile, in addition to the above copying costs and mail fees, you will also be charged for the compilation time per the most recent Lamoille North Supervisory Union fee schedule posted on the LNSU website at <https://www.lnsd.org/community/public-records-request>

Payment must be made in advance.

SIGNATURE _____