

123 N. Eisenhower
P.O. Box 370

GEARY COUNTY UNIFIED SCHOOLS

District #475
Junction City, Kansas 66441

Phone: (785) 717-4000
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PROCEDURES FOR REQUESTING PUBLIC INFORMATION FROM THE GEARY COUNTY UNIFIED SCHOOL DISTRICT NO. 475

1. Information from the Geary County Unified School District records is available under the Kansas Open Records Act, K.S.A. 45-215 et seq. Exception will be made in compliance with K.S.A. 45-221 (30) which exempts disclosure of "public records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of person privacy.
2. As authorized by K.S.A. 45-220, the Geary County Unified School District requires that a request for information must be presented in writing including the requestor's name, address, and the information necessary to ascertain the records to which the requestor desires access. The form below is made available for the convenience of the requestor and may be used for satisfying the written requirements.
3. Proof of identity may be requested.
4. Fees may be assessed for copies provided to the requestor.

REQUEST FOR INFORMATION

Person, Organization, or Business Making Request: _____

Address: _____ Telephone Number: _____

The following information is requested (describe the information requested from USD 475 records):

The undersigned acknowledges that he/she has a right of access to the records and declares that the information provided will not be used for the purposes of selling or offering for sale any property or services to any person listed or to any person who resides at any address listed or to any person who resides at any address listed, and certifies that any list of names or addresses contained in or derived from the records or information requested will not be sold, given, or otherwise made available to any other person for the purpose of allowing any other person to sell or offer for sale any property or service to any person listed in the information received or who resides at any address listed in the information received.

Signature: _____ Date _____

Request received by: _____ Date _____

Information provided by: _____ Date _____