



PUBLIC REQUEST FOR OPEN RECORDS FORM

Mapleton Public Schools records are public unless otherwise protected from disclosure and shall be available for inspection during regular business hours upon request made to the School District Communications Office at 303.853.1031. Inspection of the record shall take place where designated by the Communications Office and will not be disruptive to the operations of the office, and be done in the presence of the custodian of the record. There is no duty to create a public record that does not already exist (C.R.S. 24-72-205 (3)(4)). If more than one hour of staff time will be required to respond to the request for records, such staff time in excess of one hour shall be charged to the person seeking access at a minimum rate of \$25 per hour, to be paid prior to inspection of the records. Copies may be furnished upon request and within a reasonable time at a cost not to exceed .25 cents per page to be determined by the Superintendent and paid in advance.

Person Requesting Information & Affiliation: _____

Date of Request: _____

Address: _____

Telephone Number: _____

Information and/or Documents Requested (please be specific): _____

Reason for Requesting Information and/or Documents: _____

Date of Notification to Requesting Party: _____

Cost: _____

Approved: _____ By: _____

Denied: _____ By: _____

Reason Denied: _____

Confidential Personnel Record

Confidential Student Record

Does Not Exist

Other

Requests Inspection Only

Requests Copies

*Form should be emailed to JohnsonM@mapleton.us or Communications@mapleton.us, faxed to 303.853.1086, or mailed to:

Mapleton Public Schools
Administration Attn: Melissa Johnson
7350 N. Broadway
Denver, CO 80221