

RAISIN CITY SCHOOL DISTRICT
REQUEST FOR PUBLIC INFORMATION

All requests for district information must be submitted in writing to the Office of the Superintendent. The Superintendent or designee will provide a written response to the request. Incomplete forms will not be accepted.

Name: _____

Address: _____

Telephone: _____

Name of Group (if applicable): _____

Public Record: Give name of document and date (if applicable)

Date of Request: _____ Within ten(10) working days of date of request, you will be notified whether the materials requested are of a public nature or are exempt from disclosure. (§ 6253(c))

In unusual cases (request is voluminous, seeks records held off-site or requires consultation with other agencies). The district may, upon written notice to the requesters, give itself an additional fourteen (14) days to respond. (§ 6253(c))

Note: A cost will be charged for any copies made at the rate of twenty five cents (25) per page. This cost must be paid prior to receipt of requested material. (§ 6253(b))

If a request for electronic records either (1) is for a record normally issued only periodically, or (2) requires data compilation, extraction, or programming, copying costs may include the cost of the programming. This cost must be paid prior to the extraction process. (§ 6253.9(a), (b)).

Signature of Superintendent or designee: _____

Office Use Only

Number of Copies _____ Electronic or Programming costs _____

Amount Charged: \$ _____ Paid by: Cash _____ Check No. _____

Received by: _____