

**CANFIELD SCHOOL DISTRICT
PUBLIC RECORDS REQUEST FORM**

NOTE: A written request to inspect public records is not mandatory and you may decline to reveal your identity or the intended use of the information. However, completion of this form may enhance the ability of this office to identify, locate and deliver the public records you seek. If the request is for student directory information, you may be required to reveal your identity or intended use of the information to allow this office to ascertain whether the information is for use in a profit-making plan or activity.

Please complete this portion of the form to make a request to inspect public records maintained by this school district.

Name: _____ Date: _____
Address: _____ Phone: _____

Please identify, as specifically as possible, the records you would like to inspect: _____

Please state the intended use of the requested information: _____

If you are requesting copies of public records, please state the medium on which you would like the records duplicated (i.e., paper copies, CD, etc.) _____

FOR OFFICE USE ONLY

This public records request is approved and any requested copies were provided on _____
Date

This public records request is denied as ambiguous, overly broad, or the requester has difficulty in making the request such that this office cannot reasonably identify what public records are being requested, **AND** the requester has been given the opportunity to revise the request by being informed of the manner in which records are maintained by this office and accessed in the ordinary course of the office or staff personnel's duties.

The public records request is denied in whole or in part. For any portion of the request that is denied, provide a written explanation for the denial (including legal authority) and return a copy of this form to the requester with this explanation: _____

Copy costs assessed: \$ _____ Copy costs paid: \$ _____

Signed: _____ Date: _____
Records Officer