

Community Relations

Explanation of Delay in Fulfilling Request for School District Records

Your entire request for school district records cannot with reasonable good faith efforts be fulfilled within four (4) Business days after actual receipt of such request due to (check all applicable boxes):

- Significant difficulty in compiling or copying such records;
- Extensiveness of the request.
- Additional Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

A. Projected Date of Fulfilling Request: \_\_\_\_\_.

B. Projected Cost of Copies: \$\_\_\_\_\_.

Modification or Prioritization of Request: You may modify or prioritize the items in your request to expedite the availability of the school records requested; please set forth your modification or prioritized items in the space provided below and return to the office of the business office:

\_\_\_\_\_  
\_\_\_\_\_.

Reviewed: Jan. 14, 2013, Jan. 13, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020, Feb. 8, 2021, Feb. 14, 2022, Feb. 13, 2023, Feb. 12, 2024