



27J Schools
Policy KDB-2-E
Adopted: June 25, 2002
Revised: May 2023

Request for Public Records

Person Requesting Records

Name: _____

Address: _____

Phone: _____

Email Address: _____

Firm/Organization/Business you represent (if any) _____

Records Requested

Please clearly identify the public records being requesting. **Be specific** so our research produces the records you intend to see. If requests are vague or non-specific, 27J Schools can ask you to refine or clarify the request. If the request would yield an overwhelming number of records, you can be asked to narrow the scope of your request.

Format of Records Provided

27J Schools typically provides electronic records responsive to open records requests as outlined in the Colorado Open Records Act (CORA). Providing electronic records avoids photocopying fees. However, there may be times when this is not possible depending on the type and age of records requested. Requests can be made to view the records at our offices, however, fees will still be assessed for research, gathering and compiling requested records.

Dates of Records Requested.

Check one:

_____ I am seeking records which are dated between _____ and _____.

_____ I am seeking all records described above, regardless of date.

Record Confidentiality

27J Schools complies with CORA. Certain documents, such as those containing individual student or employee information, are considered confidential. A CORA request for records with that information may be denied or redacted to maintain confidentiality. The exception to this is a parent requesting their child’s records, or a student requesting their own records.

Fees

Requests for open records are assessed, as allowed by law, a fee of \$33.58/hour of staff time spent to research, gather and compile requested records. The first hour of staff time is free. Requesters can ask for an estimated cost of fees prior to accruing costs associated with their request. Older/historic documents may be printed on paper or stored on microfiche. Generally, retrieval of these documents will take more time to research and collect. All fees shall be collected prior to records being provided.

Notification of Pending Litigation

By signing below, you represent that you are not a party to a lawsuit against 27J Schools or one of its employees, and that you are not acting on behalf of such a party. (In such cases, the Colorado Rules of Civil Procedure, and not the 27J Schools records policy, apply.)

Requester’s Information

Signature

Printed Name

Valid email address of requester

Date