Records Officer Henry County Schools
33 N. Zack Hinton Parkway McDonough, Georgia 30253
Email: openrecords@henry.k12.ga.us
Telephone: (770) 957-6601 Facsimile: (770) 898-7912

Records Request Form

Document(s) being requested:

☐Attendance ☐Grades ☐Transcript ☐Behavior ☐Entire Education Record

☐District Business Records/Open Records ☐Other (specify): _____

Requestor (your) Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Student Name: _____ Student Date of Birth: _____ School: _____

Student ID #(if known): _____ Relationship to student: _____
Please include copy of your identification

Additional Description:

For those matters that are considered as Open Records Requests, pursuant to O.C.G.A.§50-18-71(c)(1), the Board of Education may charge reasonable fees for search, retrieval, and other direct administrative costs based on an hourly rate. In addition, the Board of Education may also charge an administrative fee for the records ($ .10 per page).

☐ Check if requested information is being picked up
☐ Check if requested information is to be mailed
☐ Check if requested information is to be emailed

Signature: _____ Date: _____