



## Public's Right To Know / Freedom of Information Request for Public Records of the School District

**3-402.A**

Note: It is not required by law that this form be filled out by a person requesting public records. The District may request the document be filled out or the District may use the document internally as documentation of public records requests. If submitting a paper copy, please submit it to the office of the Superintendent.

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail Address \_\_\_\_\_

Nature of request:

- Opportunity to review records (no original record may leave the custodian's office)
- Copies of records
- Commercial Use

Please read and sign the following statement:

I have requested public records of the School District. I understand that if the records should be used for a commercial purpose, a verified statement of the purpose must be submitted per A.R.S. 39-121.03.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

Notice: A fee will be charged for copying based upon actual cost for providing the information and a reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction. Additionally, the District will best determine the value of the reproduction of information on the commercial market.

Records requested (please be as explicit as possible as to the records you desire):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_