



Perry County School District  
100-B 8<sup>th</sup> Avenue  
P. O. Box 137  
New Augusta, MS 39462  
Phone: 601-964-3211

**PUBLIC RECORDS REQUEST FORM**  
*(Do not use this form to request student records.)*

**Please Print**

Date of Request: \_\_\_\_\_

Name of Requesting Party: _____			
Address: _____			
City: _____	State: _____	Zip: _____	
Telephone Number: _____	Cell Number: _____		
Email Address: _____			

Detailed description of the information and/or records requested. Please provide separate sheet if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Our District shall charge a reasonable fee for hard copies, postage, and labor. The base search fee and photocopy fee must be paid when request is submitted. Additional cost must be paid prior to delivery of documents. Payments and request remitted to: Perry County School District, P.O. Box 137, New Augusta, MS 39462

**Fees:** \$50.00 (non-refundable) base search fee upon request (per search); in addition, a \$10.00 photocopy fee is charged (up to 10 pages). Additional copies after 10 pages is \$1.00 per copy.

**Postage:** Postage will be charged at rates set by the United States Postal Service.

**For Official Use Only:**

Superintendent's Determination: Approved  Denied  \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature

Paid: \$ \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_