

Public Records Request

Excluding Transcript Request

Please answer each of the following in legible print.

Date of request _____

Requestor's name _____

Requestor's address _____

Phone number _____

Email address _____

Detailed description of the public records being requested

Pursuant to Section D of [Policy 8.4](#), *Public Records Retention, Release and Disposition* and N.C.G.S. 132-6.2, the Superintendent's office has adopted a fee structure and procedures for public records requests which can be found in Administrative Procedure [8.4](#).

If it is determined that your request is such that it may require extensive use of information technology resources and/or extensive clerical or supervisory assistance you will be responsible for a copying fee and a special service charge that must be paid prior to the records being provided to you.

Format in which you prefer to receive the request

- ☐ I want to inspect the record(s) (no fee unless it is determined that a special service fee is required).
- ☐ I want the record(s) emailed to me at the email address above (no fee unless it is determined that a special service fee is required).).
- ☐ I want a photocopy of the record(s) mailed to me at the address above (.059¢ per copy).

Submit this form in one of the following ways:

Mail to or deliver to

Davidson County Schools

Attention: Communications Department 250

County School Road

Lexington, NC 27292

Fax to: 336.249.1062

Email to: communicationdept@davidson.k12.nc.us

Received date _____

By _____

Completion Date _____

Date fees received _____