



PUBLIC RECORD ACCESS REQUEST

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following school district records:

(Describe records as specifically as possible, attach additional sheets if necessary.)

2. The District shall comply with the Oklahoma Open Records Act regarding its records. Requests to inspect or to copy student records shall conform with District policy and Administrative Regulations governing student records and applicable state and federal laws. In order to inspect or to copy District records, a completed Public Record Access Request form must be submitted to the Superintendent or the Superintendent's designee. Fees for searching and for copying may be assessed as follows:
 1. Searching -- \$15.00 per hour.
 2. Copying -- \$.25 per page.

Payment shall be made in advance. Upon receipt of a completed Public Record Access Request form and the fees to be charged, the District shall make every effort to provide the information within five (5) working days of receipt of the request and/or the payment of the required fees.

3. The undersigned is acting as a representative or agent for:

(Signature)

(Printed Name)

(Address)

(Telephone)

(Date)