

RELEASE OF INFORMATION
(Request to Examine and/or Copy District Records)

The Boonville R-I School District provides the public access, in accordance with law, to district records for inspection or copying. To assist the district in accurately responding to your request, please fill out this form completely. You may be charged, in accordance with law, for the costs of copies and for the time spent researching and locating the records. You will be required to pay all costs prior to receiving the records.

District staff will respond to your request within three (3) business days following the day we receive your request. If you do not receive access within three (3) days, you will be given a reason for the delay. Please understand that you may not receive access to all records requested if the records are closed and confidential under state or federal law.

Records Requested By

Name: _____ / _____ / _____
Address: _____
Phone: _____ Date: _____

G I want to inspect these records.

G I want copies of these records.

Specify in detail the record(s) requested. Attach another page, if necessary.

Signature of person requesting record(s) _____ Date _____

For Office Use Only

Request Received by: _____ Date: _____
Request Referred to (if applicable): _____ Date: _____
Request Complied with by: _____ Date: _____

FILE: BDDL-AF
Critical

Fee Charged (if applicable): \$ _____

Records Requested: G Open G Closed G Both Open and Closed

Determination Made by: _____ Date: _____

If written reasons for denial are requested, attach them to this form.

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Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: October 17, 2007

Revised:

Boonville R-I School District, Boonville, Missouri