

CN PUBLIC RECORDS

UNIFIED SCHOOL DISTRICT NO. 231
GARDNER, KANSAS
PUBLIC REQUEST FOR
SCHOOL RECORDS

Person requesting records _____

Address of person requesting records _____

Specific records being requested:

- Approval to release records
- Denial to release records
- Delayed release of records

Reason for denial or reason for delay:

Custodian/Freedom of Information Officer

Date

For Office Use Only:

Date and time the request was made _____

Date and time finalized _____

Estimated cost of copies and applicable employee time: \$ _____
(To be paid in advance)