CITIZEN REQUEST FOR RECORDS FORM
Alaska Gateway School District
PO Box 226
Tok, Alaska 99780
PH: 907 883 5151
FX: 907 883 5154

Per BP1350 and AR1350, citizens may request public records and information from the school district. Certain information may not be released. All requests will go through the Superintendent who will determine if the request will be responded to. In the event a request is denied it may be appealed per the citizens complaint process. Charges for records requests are $.25 per copied page, and $25 an hour, including the time spent reviewing the material. All records will be examined in the presence of the regularly responsible staff member or his/her designee by appointment.

To: ___________________________________

From: ___________________________________

Re: ___________________________________

Record(s) Requested

Please complete the following:

I. __________________________________________ request the following records:
(Provide complete and specific information and purpose regarding this request.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature __________________________________ Date __________________________

Approved/Disapproved. If disapproved, indicate reason(s)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Officials Signature __________________________________ Date __________________________