

REQUEST FOR PUBLIC RECORDS

Name: _____

Address: _____

E-mail Address: _____

Phone: _____

I am a (Check one):

- Citizen of the Commonwealth of Virginia
- Member of the Press referenced in Va. Code §2.2-3704. Please specify:
News Organization _____

Requesters may be asked to provide verification that they are citizens of the Commonwealth or a member of the press referenced in Va. Code §2.2-3704.

STAFF USE ONLY	
Date Request Received:	_____
Request was made (Check one):	
<input type="checkbox"/> By requester on this form	
<input type="checkbox"/> By telephone	
<input type="checkbox"/> In writing other than on form (attach original request)	
Date Response Sent (attach copy):	_____
<input type="checkbox"/> Identification Verified	
Type:	_____
Number:	_____
<input type="checkbox"/> Itemized Cost Estimated Attached:	_____
Staff Names:	_____

I am requesting access to the following records (please be as specific as possible, and attach additional paper if necessary) _____

Responsible costs may be assessed in connection with this request. A current schedule of costs appears in Regulation KBA-R Requests for Public Records. If the costs associated with this request are expected to exceed \$200, the requestor will be asked to pay the estimated costs before the request is processed.

In addition, the requestor may ask for an advance determination of the cost of the request. Please indicate here if you would like an advance determination of costs.

- YES NO

If you are requesting copies, please specify the format in which you would like to receive them. Mecklenburg County School Division will provide the record(s) in the requested format if that medium is used by it in the regular course of its business.

Specify format desired (if available):

- Photocopies E-mail (give address): _____
- Website posting Other (please specify): _____

Signature

Date

RETURN COMPLETED FORM TO:
 Mecklenburg County Public Schools
 Attn: Paula Giammatteo
 P.O. Box 190, Boydton, Virginia 23917
 pgiammatteo@mcpsweb.org 434-738-6111 ext 21027