

**Niles City School District
Request for Public Records**

DATE OF REQUEST ____/____/____

NAME OF REQUESTER _____

Address _____

Street

City

State

Zip

Phone _____ Email _____

DESCRIBE RECORDS REQUEST WITH SUFFICIENT CLARITY TO ALLOW THE DISTRICT TO IDENTIFY, RETRIEVE, AND REVIEW THE RECORDS. *If request is not clear, the District Records Office shall contact the requester for clarification.*

INDICATE METHOD BY WHICH YOU WISH TO VIEW THE REQUESTED RECORDS

- Wish to inspect records in office
- Wish to obtain copies of records for pick-up or delivery

PREFERRED METHOD OF COMMUNICATION

- By Phone
- By Email

INDICATE METHOD BY WHICH YOU WISH TO RECEIVE THE REQUESTED RECORDS

- Will Pick Up
- Send Via US Mail
- Send Via Email

I understand that , per Niles City Schools Board Policy #8310A-Public Records, fees for the cost of records must be paid before copies are rendered at a cost of \$.10 per page plus mailing materials and postage and that I must provide my photo ID upon pick up. I also acknowledge that State law does not require the District to provide additional information that may be related to a record but is not part of a record; that the District is not required to create a new record to respond to a public request for information if no public record is available that is responsive to the request or to respond to requests for information when the information requested is not contained in a public record and that some specific information and/or records may be confidential and not subject to disclosure.

Requester Signature _____ Date ____/____/____

FOR OFFICE USE ONLY

Processed by (District Records Officer Name) _____

- Request is Approved
- Records are Not Available

Reason not available _____

- Certain requested records are exempt and redacted (censored or obscured for legal or security purposes)
Reason exempt/redacted _____

- Request is Denied
Reason Denied _____

Fee Amount Due upon Pick-up or Delivery \$ _____

Date Completed ____/____/____ Date Contacted ____/____/____ Date Picked Up/Mailed ____/____/____