

Public Request for Open Records Form

Montezuma-Cortez School District RE-1 public school records shall be available for inspection during regular business hours upon request made to the custodian of the record. Inspection of the record shall take place where designated by the custodian of the record, and will not be disruptive to the operations of the office, and shall be done in the presence of the custodian of the record. There is no duty to create a public record that does not already exist. If more than one hour of staff time will be required to respond to the request for records, such staff time in excess of one hour shall be charged to the person seeking access at a rate of \$33.58 per hour, to be paid prior to inspection of the records. Copies may be furnished upon request and within a reasonable time and will cost \$.25 per page, to be paid in advance.

Date of Request: _____

Person Requesting Information

Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

Reason for Requesting Information and/or Documents: _____

Office Use Only	
Request Number: _____	
Date received: _____	Date Due: _____
Extension Used: _____	New Due Date: _____

Information and/or Documents Requested (Please be specific, limit 5 items per request):

1. _____
2. _____
3. _____
4. _____
5. _____

Need Inspection Only: _____ **Need Hard Paper Copies:** _____ **Can be emailed:** _____
If hard copies: Mailed _____ **Picked Up:** _____ (postage will be charged)

<i>For Office use:</i>	
Date of Notification to Requesting Party _____	Estimated Cost: _____
Estimated cost payment received Date: _____	by: _____
	Final Cost: _____
Final cost received date: _____	by: _____
Record release approved: _____	denied: _____ by: _____
Notes: _____	
Reason Denied:	
Confidential Personnel Record: _____	Confidential Student Record: _____
Does Not Exist: _____	Other: _____ Explain: _____