



Request for Public Records

Records Requested (Please Describe in Detail):

Name (Print): _____ Date: _____
Address: _____ Phone: _____
City, State: _____ ZIP: _____
Email: _____

Preferred Delivery Method (Circle One): EMAIL PICKUP MAIL

(E-mail is generally the preferred method of Forrest Bird Charter Schools as it's typically more cost effective and timely method.)

Fees shall be as follows:

- \$.10 per pages copied (first 100 pages FREE of charge); and
- \$16.08 per person hour to complete request (first 2 Hours FREE of charge); and
- \$1.00 per CD; and
- Actual cost for adequate mailer, envelope, and postage.

(FBCS may require advanced payment of photocopying charges, labor costs, envelopes, mailers, media, and postage.)

I HAVE READ AND UNDERSTAND THE CHARGES WHICH MAY BE ASSOCIATED WITH MY REQUEST.

Signature _____ Date _____

FOR INTERNAL USE ONLY:

Request Received Date	3 Day Request (Yes or No)	Number of Copies
Request Received By	10 Day Extension Required (Yes or No)	Copies Cost Over 100 Pages (\$.10/ea.)
Request Completed By	Date 10 Day Extension Notification Sent	Actual Labor Hours
Date Completed	Request Denied (Yes or No)	Labor Cost Over 2 Hours (\$16.08/hr.)
Delivered By	Date Denial Letter Sent	Postage, Mailer, and Envelope Cost
Date Delivered / Sent / Picked Up		Media Cost
Total Received (\$)		Total Cost (\$)

NOTES:
