

Raymond School District Policy – KDA-R*

PUBLIC INFORMATION PROGRAM

REQUEST FOR INFORMATION
(to be used in the absence of a written request)

Name of person or organization requesting information: _____

Date of request: _____

Title and/or description of documents: _____

Type of request (please check one): Information _____ Copy desired _____

Request made (please check one): In person _____ In writing _____

Signature of School District personnel receiving this request:

If the preparation of material involves costs to the District other than retrieval, i.e., compilation, separation for non-public data, retyping, etc., the administration should provide a written estimate of the actual cost other than the copying.

Estimated costs: \$ _____
(the charge may not exceed actual cost or the estimated cost)

Date material is available in the office: _____

Date material is reviewed or received: _____

R/R: 8/23/79

Revised: August 1, 2002

