

DINWIDDIE COUNTY PUBLIC SCHOOLS

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
News Organization _____

Identification must be presented prior to inspection of records or receipt of copies. A photocopy of identification is acceptable with a mailed/faxed request.

STAFF USE ONLY

Date Request Received: _____

Request was made (check one)

- by requester on this form
 by telephone
 in writing other than on form
(attach original request)

Date Response Sent: _____
(attach copy)

- Identification Verified
Type: _____
Number: _____
 Itemized Cost Estimate Attached

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

Reasonable costs may be assessed in connection with this request. A current schedule of costs appears in Regulation KBA-R Requests for Information. 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 cost.
Yes ___ No ___

If you are requesting copies, please specify the format in which you would like to receive them. BLANK 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
 Website posting
 E-mail (give address): _____
 Other (please specify): _____

Signature

Date

RETURN COMPLETED FORM TO:
DINWIDDIE COUNTY PUBLIC SCHOOLS
P.O. Box 7 / 14016 Boydton Plank Road
Dinwiddie, Virginia 23841