

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.

<p>STAFF USE ONLY</p> <p>Date Request Received: _____</p> <p>Request was made (check one)</p> <p><input type="checkbox"/> by requester on this form</p> <p><input type="checkbox"/> by telephone</p> <p><input type="checkbox"/> in writing other than on form (attach original request)</p> <p>Date Response Sent: _____ (attach copy)</p> <p><input type="checkbox"/> Identification Verified Type: _____ Number: _____</p> <p><input type="checkbox"/> Itemized Cost Estimate Attached</p>
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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):

- | | |
|--|--|
| <input type="checkbox"/> Photocopies | <input type="checkbox"/> E-mail (give address): _____ |
| <input type="checkbox"/> Website posting | <input type="checkbox"/> Other (please specify): _____ |

Signature

Date

RETURN COMPLETED FORM TO:
 Alleghany County Public Schools
 100 Central Circle
 Low Moor, Virginia 24457
 Phone: (540) 863-1800 / Fax: (540) 863-1804