

REQUEST FOR PUBLIC RECORDS FORM

INSTRUCTIONS: A request for public records will be processed in accordance with *Policy H175*. Complete and submit this form in person or via U.S. mail to the Superintendent at the District Central Office at 10370 E 250 N, Charlottesville, Indiana 46117 on a regular business day between 8:00 am – 4:00 pm.

Date _____

Name _____

Are you the parent of a Community School Corporation of Eastern Hancock County student?

Yes No

If so, what is the student's name? _____

Describe with reasonable particularity the records you wish to inspect and review. If you are requesting to review District emails, include the sender, recipient, keyword, and date range (for example, "emails sent from Jane Smith to John Doe, with any mention of swimming pool, between January 1-14, 2020").

FOR OFFICE USE ONLY

- Date received
- Acknowledged
- Denied / Granted & informed of fee
- Fee received
- Copies provided