The Compass School

Public Records Request Guideline

PUBLIC RECORDS REQUEST FORM

Date: ____________________________________________________________

Name: (optional) _________________________________________________________

Address: (optional)
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Email & Telephone: (optional)
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Preferred Delivery Method: (Email, Fax, Mail) _________________________________

Delivery Information:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Requested Records:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________