

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:**

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