



REQUEST FOR PUBLIC RECORDS

The Elizabeth School District is a public entity and its records shall be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute, or by pertinent court rulings. Please see the Elizabeth School District Policies for Inspections of Public Records for additional information.

Date of Submission:

Requestor

First Name:

Last Name:

Name of company/organization you represent:

Phone number:

Email address:

Street address:

Topic of CORA request:

Details of CORA request (Please tell us exactly what information you are asking us to provide. If requesting documents and correspondence, please be specific, including search terms, date ranges, if applicable.):

I have read and understand ESD's CORA policy.

Additional information about the district's procedures for open records requests can be found in district policy KDB-R.

For Office Use

Time and date request was received by the assistant official custodian of records:

Request sent to:

Approved / Denied By:

Reason denied:

Confidential personnel record

Confidential student record

Does not exist Other Explain:

Date request completed: