REQUEST FOR INSPECTION OF 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.

Requestor:

Name ___________________________________________________
Address ___________________________________________________
Telephone Number ___________________________________________
Email Address _____________________________________________

Information and/or Documents Requested (please be specific):
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

For Office Use:
Date/Time request was received by the assistant official custodian of records: ____________________
Rules for Inspection of Public Records Provided ___________________________
Request sent to:___________________________________________________________
Approved_______________By:_______________________________________________
Denied_______________By:_______________________________________________
Reason Denied: Confidential Personnel Record____________ Confidential Student Record____________ Does Not Exist____________ Other_________ Explain____________________________
Date Request Completed_________________________