



**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):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p>For Office Use: Date/Time request was received by the assistant official custodian of records: _____</p> <p>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 _____</p>
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