

Palouse Prairie Charter School

THE BOARD OF DIRECTORS

1530F

Charter School Record Request Form

RECORD REQUEST FORM

To Be Completed By Requester:

Requester's Name

Date of Request

Requester's Mailing Address

City, State, Zip Code

Requester's Telephone Number

Requester's Email Address

Record(s) Requested:

To Be Completed By Charter School Personnel:

Date Request Received in Charter School Office:

_____ 10-Day Extension Requested. Document(s)/Item(s) Due:

_____ Record Requested Granted. Date Mailed to Requester:

_____ Record Request Partially Denied. Date Letter Mailed to Requester:

_____ Record Request Denied. Date Letter Mailed to Patron:

Charter School Personnel Comments/Notes:

Itemized Statement of Fees:

Per page cost for copies \$ _____

Hourly rate of employees \$ _____

Hourly rate of attorneys \$ _____

Actual time spent responding to request: _____

Estimated Fees \$ _____ Collected Fees \$ _____ Returned Fees \$ _____