

# PUBLIC RECORDS REQUEST

## Freedom of Information Act (FOIA)



Today's Date \_\_\_\_\_

**Requestor**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Information Requested**

Please describe specifically the document(s) you are requesting a copy of or requesting to review, providing as much detail as possible, so we may respond to your request appropriately.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Format Requested**

(Note, if paper copies are requested for documents available online, fees for searching, locating, examining and copying such records will apply.)

- Paper mailed to address above                       Digital emailed to address above
- Pick up     Other (please specify) \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Office Use**

Date Received _____	Required Response Date _____ (5 business days)
	Extension Response Date _____ (10 additional business days)

Response	Date Sent
Response Type: <input type="checkbox"/> 10-Day Extension	_____
<input type="checkbox"/> Estimate Provided	_____
<input type="checkbox"/> Clarification of Request	_____
<input type="checkbox"/> Requested Information Provided	_____
<input type="checkbox"/> Denial	_____

Written FOIA requests should be sent to the Superintendent of Schools, Attention FOIA Coordinator at Rockford Public Schools, 350 N. Main Street, Rockford MI 49341. Requests can also be faxed to the office at 616-866-1911 or emailed to foia@rockfordschools.org.