

**GREATER CLARK COUNTY SCHOOL CORPORATION
REQUEST FOR ACCESS TO A PUBLIC RECORD**

The Greater Clark County Schools complies with the public policy of the state of Indiana that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. Any person may inspect and copy public records of this school corporation during the regular business hours of the schools under the rules of Policy #1340 and except as noted in Policy #1340. A copy of Policy #1340 may be obtained at the Administration Building of the Greater Clark County School Corporation, located at 2112 Utica-Sellersburg Road, Jeffersonville, Indiana.

1. The "Records Access Officer" is Erin Bojorquez, Supervisor of Communications/Public Relations. The "Records Access Officer" has responsibility for public records release decisions.
2. All requests for access to public records shall be made in person and received between 8:00 a.m. and 4:30 p.m. on regular business days. Requests must identify on this form the record for which disclosure is sought.
3. Records may be inspected only at the office or the location where they are regularly kept.
4. The fee for copies is \$.10 per page. This fee was established by the Board of School Trustees.
5. Fees for copies are payable before any record is duplicated, and may be paid by cash or money order payable to the Greater Clark County School Corporation.
6. If it is determined that a record is not available, the "Records Access Officer" will certify upon this request form that the Corporation does not possess the record or that it could not be found after diligent search, and return one copy of the form to the requestor.
7. Whenever a request for disclosure is denied by the "Records Access Officer", the person making the request may appeal the decision to the Board.

A. Name _____ Date of Request _____ Time of Request _____

B. Public Record Requested: _____

C. Please provide information on how to contact you when the requested material is ready:
Phone Number _____ Email Address _____

D. Request is for Viewing Record Only _____ Request is for a copy of the Record _____
Number of pages in Record _____
Cost of Copying (\$.10 per page) _____
Date fee for copying received _____

Signature of Person Requesting Information **Date Requested**

E. The Requested Record is not available. The signature of the "Records Access Officer" certifies that the School Corporation does not possess the record or that it could not be found after diligent search.

Signature of "Records Access Officer" **Date**

F. Access to the requested record is denied based upon the Indiana Access to Public Records Act and amendments; state and federal law regarding privacy, confidentiality, and disclosure requirements of certain public records; and/or Policy #1340 of the Greater Clark County School Corporation Board of School Trustees.

Signature of "Records Access Officer" **Date**

G. Access to the record is granted.

Signature of "Records Access Officer" **Date**

Date Request Received by Records Access Officer: _____ Time Received: _____