



# APOLLO-RIDGE SCHOOL DISTRICT

## Standard Right-To-Know Request Form

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:       E-MAIL     U.S. MAIL     FAX     IN-PERSON

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_

RECORDS REQUESTED *Provide as much specific detail as possible so that your request may be properly honored.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU WANT COPIES? \_\_\_YES or \_\_\_NO

DO YOU WANT TO INSPECT THE RECORDS? \_\_\_YES or \_\_\_NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? \_\_\_YES or \_\_\_NO

\_\_\_\_\_

To be completed by Right-to-Know Officer

DATE RECEIVED BY THE DISTRICT: \_\_\_\_\_

DISTRICT FIVE (5)-DAY RESPONSE DUE: \_\_\_\_\_

*\*\*Public bodies may fill anonymous, verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

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### Standard Right-to-Know Request Schedule Fees

The following fee schedule shall apply only to the responses to Right-to-Know Requests:

1. A fee of \$.25 (twenty-five cents) per page will be charged for the following:
  - a. Photocopying
  - b. Printing
  - c. Copying onto electronic media (additional fee of \$10 will be charged for CD or DVD media)
  - d. Transmission by facsimile or electronic transmission (e-mail)
2. Actual postage shall be charged to the Requester
3. Additional fees shall apply for complex and extensive data sets and also for pages larger than 8.5 x 14 inches. These fees are available upon request.