



PUBLIC REQUEST FOR OPEN RECORDS FORM

Douglas County School District records are public unless otherwise protected from disclosure and shall be available for inspection during regular business hours upon request made to the District Communications Office at 303.387.0033. Inspection of the record shall take place where designated by the Communications Office, and will not be disruptive to the operations of the office, and shall be done in the presence of the custodian of the record. There is no duty to create a public record that does not already exist. If more than one hour of staff time will be required to respond to the request for records, such staff time in excess of one hour shall be charged to the person seeking access at a rate of \$20 per hour, to be paid prior to inspection of the records. Copies may be furnished upon request and within a reasonable time at a cost not to exceed .25 cents per page to be determined by the Superintendent, paid in advance.

Person Requesting Information & Affiliation

Name Date of Request

Address

Telephone Number

Information and/or Documents Requested (Please be specific):

Reason for Requesting Information and/or Documents:

Date of Notification to Requesting Party _____ Cost _____

Approved _____ By: _____

Denied _____ By: _____

Reason Denied:

Confidential Personnel Record _____ Does Not Exist _____

Confidential Student Record _____ Other _____ Explain _____

Need Inspection Only _____

Need Copies _____

*Forms should be emailed to Whei.Wong@dcsdk12.org and Communications@dcsdk12.org.