

DOWNINGTOWN AREA SCHOOL DISTRICT

Request for Public Records (DASD Policy 801)

Required Information – Please Print

Name: _____

Address: _____

E-Mail Address: _____

Township: _____

Date of request: _____ Date written request received by District: _____

Detailed description of the requested record:

Note: As per District Policy 801 (Public Records), a fee may be charged the individual requesting a copy of District public records.

Requester's Signature

Date

Open Records Officer Approval

Request Approved

Request Denied

Reason(s) for denial of request:

Comments:

Open Records Officer's Signature: _____

Date: _____