

**PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT**

To: _____ **School District**
_____ **Oklahoma**

- 1. Pursuant to the Oklahoma Records Act, the undersigned hereby requests access to the following school district records.**

(Describe records as specifically as possible; attach additional sheets if necessary)

- 2. The undersigned requests access to the following records for the following purpose:**

- 3. If copies of the documents are requested, the undersigned agrees to pay \$.25 per page for copies. If a search is necessary to furnish the documents and if this request is solely for commercial purposes or if the request is going to cause excessive disruption of the school district, the person or organization making the request agrees to pay in advance a search fee of \$8.00 per hour for clerical time (all calculated on quarter-hour increments).**
- 4. The undersigned is acting as representative or agent for _____.**

Name

Address

Telephone Number **Date**

Received by _____ **School District on** _____, **20** ____.

Record Request No. _____