

**APPENDIX-S**  
USD 284  
CHASE COUNTY, KANSAS  
**PUBLIC REQUEST FOR SCHOOL RECORDS**

Person requesting records \_\_\_\_\_

Address of person requesting records \_\_\_\_\_

Specific records being requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Approval to release records

\_\_\_\_ Denial to release records

\_\_\_\_ Delayed release of records

Reason for denial or reason for delay:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Custodian/  
Freedom of Information Officer

\_\_\_\_\_  
Date

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For Office Use Only:

Date and time the request was made \_\_\_\_\_

Estimated cost of copies and applicable employee time: \$ \_\_\_\_\_

(First five (5) copies are free. \$1.00 per. copy thereafter)

**(To be paid in advance)**