

UNIFIED SCHOOL DISTRICT NO. 382  
PRATT, KANSAS

PUBLIC REQUEST  
FOR  
SCHOOL RECORDS

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

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

Specific records being requested:

NOTE: Description must be specific enough to ensure that the records requested are the records provided.

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

\_\_\_\_ 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

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