

Provo City School District
280 West 940 North Provo, Utah 84604
(801) 374-4814
Fax (801) 374-4985



7040 F1

GRAMA REQUEST FOR RECORDS

To: Executive Director of Student Services

Description of records sought (records must be described with reasonable specificity):

- I would like to inspect the records.
- I would like to receive copies of the records. I understand I will be responsible for copy costs. I authorize costs of up to \$_____. I further understand that the agency will contact me if estimated costs are greater than the amount I have specified, and that the agency will not respond to a request for copies if I have not authorized adequate costs.
- I would like to receive copies of the records. I request a waiver of copy costs. (Please attach information supporting your request; see U.C.A. 63-2-203 (3) for a list of situations under which an agency is encouraged to provide copies without charge.

If applicable, check one of the following and attach necessary documentation.

- I am the subject of the record.
- I am the person who provided the information.
- I am authorized to have access by the subject of the record or by the person who submitted the information.
- Other. Explain _____
- I am requesting expedited response. (Please attach information that shows your status as a member of the media and statement that the records are required for a story for broadcast or publication; or please attach other information that demonstrates that you are entitled to expedited response under U.C.A. 63-2-204(3).

My name is: _____

My address is: _____

City, state, Zip: _____

My agency is: _____

Phone number (Daytime) _____ (Home) _____

Signature _____ Date _____

Notary Required

State of _____

County of _____

On this _____ day of _____, 20____, before me, a notary public, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument.

Notary Public

My commission expires _____

(Seal)

Request completed on: _____

Patron notified: _____

Picked up by: _____ Date: _____

Please note:

Records requests will be completed as soon as reasonably possible, but no later than ten business days after receiving a written request, or five business days after receiving a written request if the requester demonstrates that expedited response to the record request benefits the public rather than the person. U.C.A. 63-2-204(3).