

PUBLIC RECORDS REQUEST

Freedom of Information Act (FOIA)



Today's Date _____

Requestor

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Information Requested

Please describe specifically the document(s) you are requesting a copy of or requesting to review, providing as much detail as possible, so we may respond to your request appropriately.

Format Requested

(Note, if paper copies are requested for documents available online, fees for searching, locating, examining and copying such records will apply.)

☐ Paper mailed to address above

☐ Digital emailed to address above

☐ Pick up

☐ Other (please specify) _____

Requestor's Signature _____

Date _____

Office Use

Date Received _____

Required Response Date _____
(5 business days)

Extension Response Date _____
(10 additional business days)

Response

Response Type:

☐ 10-Day Extension

☐ Estimate Provided

☐ Clarification of Request

☐ Requested Information Provided

☐ Denial

Date Sent

Written FOIA requests should be sent to the Superintendent of Schools, Attention FOIA Coordinator at Rockford Public Schools, 350 N. Main Street, Rockford MI 49341. Requests can also be faxed to the office at 616-866-1911 or emailed to JNester@Rockfordschools.org.