

REQUEST FOR PUBLIC RECORDS FORM

INSTRUCTIONS:

A request for public records will be processed in accordance with Policy H175. Complete and submit this form in person or via U.S. mail to the District Education Center at 1220 South High School Road, Indianapolis, Indiana 46241 on a regular business day between 7:30 am – 4:30 pm.

Date _____

Name _____

Are you the parent of a MSD of Wayne Township student? ☐ Yes ☐ No

If so, what is the student's name? _____

Describe with reasonable particularity the records you wish to inspect and review. If you are requesting to review District emails, include the sender, recipient, and date range (for example, "emails sent from Jane Smith to John Doe, between January 1-14, 2015").

FOR OFFICE USE ONLY

____ Date received
____ Acknowledged
____ Denied / Granted & informed of fee
____ Fee received
____ Copies provided