

**PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT**

**TO: Records Custodian
Chandler Public Schools
901 S CHS St.
Chandler, Ok 74834-2632**

- 1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby request access to the following School District records:

[Describe records as specifically as possible; attach additional sheets if necessary.]

- 2. The undersigned request access to the foregoing records for the following purpose:

- 3. If copies of the documents are requested, the undersigned agrees to pay. \$.25 per page for copies. If a search is necessary to furnish the document and if this request is solely for commercial purposes, the undersigned agree to pay a search fee of \$20.00 per hour.

- 4. The undersigned is acting as representative or agent for _____

**TO BE COMPLETED BY
REQUESTOR:**

(Print Name)

(Signature)

(Address)

(Phone Number)

(Date)

**TO BE COMPLETED BY
SCHOOL DISTRICT:**

Received by Chandler Public Schools

(Employee Name)

(Date)

Record Request No. _____