



**Margaret Sealock**  
Open Records Custodian  
1058 Fifth Avenue  
Jonesboro, GA 30236

Date of Request: \_\_\_\_\_

**Re: Open Records Request**

Your Name: \_\_\_\_\_

Your Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ (voice) \_\_\_\_\_ (fax)

Email Address: \_\_\_\_\_

Please state your request – be as detailed as possible and include if you want to inspect/review or obtain copies. *(Feel free to use the backside of this page):*

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

By signing and submitting this request, I understand that the Clayton County Public School System has three (3) business days to **respond** to this request pursuant to O.C.G.A. § 50-18-72 (the Georgia Open Records Act).

\_\_\_\_\_  
(Please print your name)

\_\_\_\_\_  
(Signature)

Preferred Mode of Receipt: \_\_\_\_\_ Pick-up \_\_\_\_\_ Mail \_\_\_\_\_ Fax\* \_\_\_\_\_ E-mail\*

*\*Please note, certain records may not be faxed or e-mailed by law\**

The school district is authorized to impose upon you a reasonable charge for the research, retrieval, redaction, and other administrative costs of complying with your inquiry, including copying charges of **\$.10 per standard page** and a charge of **\$16.12 per hour** for the time you spend reviewing documents to begin after the first quarter hour/15 minutes.

<b>For internal use only:</b>		
Received by:	Receipt Date:	Completion date: