



REQUEST FOR INSPECTION OF PUBLIC RECORDS

The Manitou Springs School District is a public entity and its records shall be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute, or by pertinent court rulings. Please see the Manitou Springs School District Policies for Inspections of Public Records for additional information.

Requestor:

Name _____

Address _____

Telephone Number _____

Email Address _____

Information and/or Documents Requested (please be specific):

<p>For Office Use: Date/Time request was received by the assistant official custodian of records: _____</p> <p>Rules for Inspection of Public Records Provided Request sent to: _____ Approved By: _____ Denied By: _____ Reason Denied: Confidential Personnel Record _____ Confidential Student Record Does Not Exist Other Explain _____ Date Request Completed _____</p>
--

Please email requests to Suzi Thompson, Chief Financial Officer, sthopmson@mssd14.org