REQUEST FOR PUBLIC RECORDS

Name __________________________________________
Address __________________________________________
E-mail address ______________________________________
Phone ____________________________________________
I am a (check one):
☐ Citizen of the Commonwealth of Virginia
☐ Member of the Press referenced in Va. Code §2.2-3704
     News Organization _________________________________
Requesters may be asked to provide verification that they are citizens of the Commonwealth or a

I am requesting access to the following records (please be as specific as possible, and
attach additional paper if necessary):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Reasonable costs may be assessed in connection with this request. A current schedule of
costs appears in Regulation KBA-R Requests for Public Records. If the costs associated with
this request are expected to exceed $200, the requestor will be asked to pay the estimated costs
before the request is processed.

In addition, the requestor may ask for an advance determination of the cost of the request.
Please indicate here if you would like an advance determination of cost. Yes___ No ___

If you are requesting copies, please specify the format in which you would like to receive
them. New Kent County school division will provide the record(s) in the requested format if that
medium is used by it in the regular course of its business.

Specify format desired (if available):
☐ Photocopies ☐ E-mail (give address): __________________________
☐ Website posting ☐ Other (please specify): _______________________

Signature ___________________________ Date ________________

RETURN COMPLETED FORM TO:
NEW KENT COUNTY PUBLIC SCHOOLS
P.O. BOX 110
NEW KENT, VA 23124

© 2/19 VSBA  NEW KENT COUNTY PUBLIC SCHOOLS