

DeSoto County Schools

5 East South Street
Hernando, MS 38632

Request for Access to Records

Date of Request: _____	Name of Person Making Request: _____
Company/Organization: _____	
Address: _____	State: _____ Zip: _____
Phone Number: (____) _____	Email: _____

I hereby request the following information maintained by the Desoto County School Board of Education:
(Requests shall be specific enough to all Department Employees to identify and retrieve records requested)

My Request is to:

- 1. Review the records listed above.
- 2. Receive copy(s) of records listed above
- 3. Mail copy(s) of records to address shown above

I understand that appropriate charges for searching, copying and/or mailing shall be paid in full prior to granting this request.

Signature of person making request: _____

Title

Date

=====For DCS Use Only=====

Office of Reporting: Approved Denied Initials _____ Date _____

Legal Dept: Approved Denied Initials _____ Date _____

Cost: \$ _____

Payment Received Date Received: _____ Date Completed: _____