



## REQUEST FOR INSPECTION OF PUBLIC RECORDS

The Manitou Springs School District is a public entity, and its records shall be a matter 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):

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

Please email requests to Suzi Thompson, Chief Financial Officer, [sthompson@mssd14.org](mailto:sthompson@mssd14.org)