

GAYLORD COMMUNITY SCHOOLS

An NCA Accredited School District



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PUBLIC RECORDS REQUEST

The Michigan Freedom of Information Act (FOIA), MCL 15.231-15.246, provides for public access to certain public records, permits the charging of prescribed fees and deposits, and provides remedies and penalties for non-compliance. A person has a right to inspect, copy, or receive copies of certain requested public records. Some public records are permitted or required not to be disclosed.

A written request to review a public record should be submitted to the GCS FOIA Coordinator.

Via US Mail: FOIA Coordinator Gaylord Community Schools 615 South Elm Avenue Gaylord, MI 49735	Via Email: info@gaylord.k12.mi.us	Via Fax: FOIA Coordinator 989-732-6029
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The request must include the information listed below:

Name: _____

Address: _____

Telephone: _____ Business Phone: _____

Email Address: _____

I am requesting a copy of the following record(s): (specify)

Signature

Date

The District will respond to a request by doing one of the following: (a) granting the request; (b) issuing a written notice denying the request; (c) granting the request in part and issuing a written notice denying the request in part; or (d) issuing a notice extending for not more than ten (10) business days the period during which the District will respond to the request. The District shall not issue more than one (1) notice of extension for a particular request. If a request is denied in whole or in part, the District will include in the written notice of denial an explanation of the basis for the denial and, if applicable, a certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the District.