

OPEN RECORD ACCESS REQUEST

To: Bixby Public School District
Bixby, Oklahoma

- 1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following school district records:

(Describe records as specifically as possible; attach additional sheets if necessary.)

- 2. The undersigned requests access to the foregoing records for the following purpose:

- 3. If copies of the documents are requested, the undersigned agrees to pay \$_____ per page for copies. If a search is necessary to furnish the documents and if this request is solely for commercial purposes or causes excessive disruption of essential school functions, the undersigned agrees to pay a search fee of \$_____ per hour.

- 4. The undersigned is acting as representative or agent for _____.

(Printed Name)

(Signature)

(Address)

(Telephone Number)

(Date)

Received by Bixby School District

on _____, _____