

<DATE>

<School FOIA Officer Name>

<Title>

<School District>

<Street Address>

<Town, State, Zip Code>

Via Electronic Mail: <Email Address>

Re: FOIA Request

Dear <District's FOIA Officer Name>:

I submit the following FOIA Request pursuant to the State and Federal Freedom of Information Acts. We are requesting the right to review and inspect the following records:

- FOIA REQUEST 1
 - Bullet each FOIA request, with each request in 1-3 succinct sentences. Be clear about what records or information you are looking for (authors, content, specific questions or documents you're seeking for instance).
- FOIA REQUEST 2
- FOIA REQUEST 3
- FOIA REQUEST 4

This request reasonably describes identifiable records and/or information not otherwise exempted from disclosure. Should the District find any portion of any requested record exempt from release due to concerns related to disclosure of personally identifiable student information, please redact the personally identifiable information to alleviate any confidentiality concerns. Should you decide to withhold any portion of any record requested, please provide a list identifying what you have withheld. We ask that you cite specific exemption(s) relied upon to withhold any and all information. We also ask that you make available for inspection any records that indicate, suggest, or otherwise identify the prior existence of other records related to the request that may have been modified or destroyed.

Records can be scanned to PDF files and send to us; they do not need to be photocopied. We will gladly provide District with a thumb drive if you choose this route. Another alternative is to have the records accessible to us for our review with a room available for us to review the records on premises. We will flag pages that we would like scanned and provide a thumb drive.

Be clear if you are requesting a waiver of fees. Or consider stating something like, “If there are any fees associated with this request, we ask that you inform us ahead of time.”

Should you have any questions, you are welcome to email me at the address below. We look forward to a timely response by <provide date request response is due>. My contact information is below, and my preferred means of contact is <email/phone>.

Sincerely,

Name
Address
Phone Number
Email Address