



King William County Public Schools

Request for Access of Material Under the Freedom of information Act

Name: _____ Date: _____

Address: _____

Signature: _____ Information is being requested pertaining
to the following school division:

To the Superintendent/Lead Director of Human Resources:

I would like to request the following:

Access to review my personnel folder on file at the Central Office.

Access to the following: _____

Copies of the following information*: _____

** Copies of documents will be charged at the rate of \$.15 per copy.*

Other: _____

According to the Freedom of Information Act, the school division must respond to a request within five work days. This portion of the form will be completed by the Superintendent or his designee.

To: _____

_____ Enclosed please find the following information that you requested:

_____ We are unable at this time to fulfill your request due to the following:

_____ Please plan to come to the School Board Office to review your record at
_____ on _____

(Please notify our office if this is not a convenient date and time)

_____ Other: _____

Date: _____

Signature: _____