



# CHICKASHA PUBLIC SCHOOLS

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*Home of the Fightin' Chicks*

## OPEN RECORDS REQUEST

### Requestor Information

Name	Organization	Date
Telephone	Address	
Fax/e-mail	If you wish to pick-up your request check here:	

### Records Description

Is request solely for commercial purpose? (circle one): YES or NO [51 O.S. § 24A.5.(3.)]			
Indicate record(s) description and/or name of document(s) below:			
<b>OFFICE USE ONLY</b>			
	Estimate	Actual	
Number of pages			
Duplication cost per page:	<i>certified</i>	___ \$0.25	___ Requested document(s) on <input type="checkbox"/> 3.5" computer disk or <input type="checkbox"/> CD-rom with specific document format:
		___ \$1.00	
Duplication cost		\$	
Search time (hours)*			Search time and direct costs must be approved by the Custodian of Public Records only ( <i>initials</i> ) _____
Document search rate per hour*	X		
Document search cost*		\$	
Other direct costs (disks, etc.)*		\$	
TOTAL amount due			\$

<b>APPROVAL</b>			
Custodian of Public Records, or designee approval:		Date:	
Date mailed / delivered / picked-up:		Date payment received:	