



Fern Ridge School District 28J

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PUBLIC INFORMATION REQUEST

In compliance with ORS 192.430; District Policy KBA, guidelines apply to the dissemination, inspection and examination of the public records of the District. All requests for public information are made to the District's Office of the Superintendent and will be responded to in writing within an appropriate time frame consistent with the request. For requests involving copied material, the District charges a per page fee of twenty-five (25) cents for the first five (5) pages of copied material requested and seven (7) cents per side thereafter, plus associated labor. Labor, material and out-of-pocket charges must be paid in advance of the District releasing the information. Labor is calculated at the District's hourly cost rate for the employee affected multiplied by the amount of time required to produce the information.

Date of Request: _____

Name of person requesting information: _____

Address: _____
Street

City/State/ZIP

Telephone Number: _____

Description of Request:

FOR DISTRICT COMPLETION

Received: _____

Responded: _____

Fee Charged: _____

11/24/08