

**PLAINVILLE BOARD OF EDUCATION**

**Freedom of Information Request Form**

The Plainville Board of Education requests that each individual seeking to purchase copies of public documents covered under the Freedom of Information Act complete this form. Requests to simply view public documents do not require the use of this form, although an appointment may be necessary. Requestors may be asked to pay for the copies prior to delivery.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
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\_\_\_\_\_

Phone: (Day) \_\_\_\_\_

(Eve) \_\_\_\_\_

Description of Information Requested (i.e., name of documents, inclusive dates):

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**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Referred To: \_\_\_\_\_

Special Requirements (e.g., transcription costs, computer generated files):

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Total Costs Related to Request: \$ \_\_\_\_\_

Cc: Business Manager  
Superintendent