



# DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632  
662-429-5271 • fax 662-429-4198 • Website: [www.desotocountyschools.org](http://www.desotocountyschools.org)

*"EXCELLENCE IS A COMMITMENT"*

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## Request for Access to Records

Date: \_\_\_\_\_ Name of Person Making Request: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby request the following information maintained by the DeSoto County School Board of Education:  
(Requests shall be specific enough to all Department Employees to identify and retrieve records requested)

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My Request is to:

- \_\_\_\_\_ 1. Review The records listed above.
- \_\_\_\_\_ 2. Received copy(s) of records listed above
- \_\_\_\_\_ 3. Mail copy(s) of records to address shown above

I understand that appropriate charges for searching, copying, and/or mailing shall be paid in full prior to granting this request.

Signature of person making request: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

=====For DCS Use Only=====

HR Department: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Cost: \$ \_\_\_\_\_ Date Payment Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_