



Perry County School District
100-B 8th Avenue
P. O. Box 137
New Augusta, MS 39462
Phone: 601-964-3211

PUBLIC RECORDS REQUEST FORM
(Do not use this form to request student records.)

Please Print

Date of Request: _____

Name of Requesting Party: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Cell Number: _____

Email Address: _____

Detailed description of the information and/or records requested. Please provide separate sheet if necessary.

Our District shall charge a reasonable fee for hard copies, postage, and labor. The base fee and photocopy fee must be paid when request is submitted. Additional cost must be paid prior to delivery.

Fees: \$25.00 base fee upon request (per search); in addition a \$10.00 photocopy fee is charged (up to 10 pages). Additional copies after 10 pages is \$1.00 per copy.

Postage: Postage will be charged at rates set by the United States Postal Service.

For Official Use Only:

Superintendent's Determination: Approved Denied _____ Date: _____
Superintendent Titus M. Hines, Ed. D.

Paid: \$ _____ Received by: _____ Date: _____