



OPEN RECORDS REQUEST FORM

Effective 07/01/2012

Date of Request:

Name

Email

Address

Phone Number

City State Zip Code

Request:

Please complete the following student information.

Student's Name

School

Maiden Name

Student's Date of Birth (Month/Day/Year)

Pursuant to O.C.G.A. §50-18-71(c)(1), the Board of Education may charge reasonable fees for copying, search, retrieval and other direct administrative costs. In addition, the Board of Education may also charge a fee for copying the records. (\$.10 per page)

Signature _____

Name (Print)

ADMINISTRATIVE SERVICES SECTION (DO NOT COMPLETE)

Date Received _____

Date Mailed _____

Completed By _____

Please return this form to:
Open Records Officer
Henry County Schools
33 N. Zack Hinton Parkway
McDonough, Georgia 30253
Telephone: (770) 957-6601 Facsimile: (770) 898-7912