



# Jackson Preparatory & Early College

## FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Requester's Name: \_\_\_\_\_

Requester's Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

I request that a copy of the following (or documents containing the following information) be provided to me.  
(Please be specific.)

I would like to receive this information via:      Mail                      Fax                      Pick up in person

In order to help determine my status to assess fees, you should know that I am:

A representative of the news media affiliated with \_\_\_\_\_ and this request is made as part of a news gathering and not for commercial use.

Affiliated with an educational or noncommercial scientific institution and this request is made for a scholarly or scientific purpose and not for commercial use.

An individual seeking information for personal use and not for commercial use.

Affiliated with a private corporation and am seeking information for use in our company's business.  
(Name of Company: \_\_\_\_\_)

Other (Please explain: \_\_\_\_\_)

I am willing to pay fees for this request up to a maximum of \_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first.

I request a waiver of all fees for this request. Disclosure of requested information to me is in the public interest because it is significant to public understanding of the operations or activities of the school district and is not primarily in my commercial interest.

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Jackson Preparatory & Early College



## Business Office Use Only

Date Received in Business office: \_\_\_\_\_

Due Date: \_\_\_\_\_ Extension Request (Y/N): \_\_\_\_\_

New Due Date: \_\_\_\_\_

Request is approved. Processed & Completed on: \_\_\_\_\_

Request is no approved. Reason: \_\_\_\_\_

Business Office Representative: \_\_\_\_\_ Date: \_\_\_\_\_