



Request for Access to Public Records

Media or individuals wanting access to public records or other public information from Kokomo School Corporation must do so in writing, specifically stating the desired records. Kokomo School Corporation follows the provisions of the Indiana's Access to Public Records Act. To make a request, you may utilize the Request for Access to Public Records form [link form in the text] and submit the completed form to Kokomo School Corporation Administrative Services Center, 1500 South Washington Street, Kokomo, IN 46902 or via email to the Kokomo School Corporation Assistant to the Superintendent Debbie Vawter dvawter@kokomo.k12.in.us Indiana Code § 5-14-3-1 states "...it is the public policy of the state that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. Providing persons with the information is an essential function of a representative government and an integral part of the routine duties of public officials and employees, whose duty it is to provide the information."

Date of Request: _____ Time of Request: _____

Name of Person Requesting Record: _____

Representing: _____

Telephone Number: _____ Email Address: _____

Address: _____

Street

City

State/Zip

Please identify with reasonable particularity the record(s) being requested:

Signature of Person Making Request: _____

The fee for copying documents is ten cents (\$.10) per page for non-color and twenty-five (\$.25) cents per page for color copies. Fees are payable when any record is duplicated and may be paid by cash or money order – payable to Kokomo School Corporation.

FOR OFFICE USE ONLY

Date and Time Request Received: _____

Name of Person Receiving Request: _____

Request Filled by: _____ Date: _____

Items Not Filled On Request with Reason Listed:
