



# OPEN RECORDS REQUEST FORM

Date of Request:

Name

Email

Address

City

State

Zip Code

Phone Number

Request:

Attach additional page if needed.

**Please complete the following student information.**

Student's Name

School

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 search, retrieval, and other direct administrative costs based on an hourly rate. In addition, the Board of Education may also charge an administrative fee for the records (\$ .10 per page).**

- Check if request is being picked up
- Check if request is to be mailed
- Check if request is to be emailed

Signature

Name (Print)

**Please return this form to:**

Open Records Officer

Henry County Schools

33 N. Zack Hinton Parkway

McDonough, Georgia 30253

Email: [openrecords@henry.k12.ga.us](mailto:openrecords@henry.k12.ga.us)

Telephone: (770) 957-6601 Facsimile: (770) 898-7912