

**JACKSON SCHOOL DISTRICT**  
**OPEN PUBLIC RECORDS ACT REQUEST FORM**

151 Don Connor Blvd.  
 Jackson, NJ 08527  
 732-833-4600, ext. 4618  
[www.jacksonsd.org](http://www.jacksonsd.org) ~ Email: [jsd@jacksonsd.org](mailto:jsd@jacksonsd.org)  
 Custodian of Records: Michelle D. Richardson

**Important Notice**

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

**Requestor Information ±Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

If you are requesting records containing personal information, please circle one : Under penalty of N.J.S.A.  
 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New  
 Jersey, any other state, or the United States.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**

Maximum Authorization Cost \$ \_\_\_\_\_

Select Payment Method:

Cash    Check    Money Order

Fees: Letter size pages:  
 \$0.05 per page

Legal size pages:  
 \$0.07 per page

Other materials (CD, DVD,  
 etc) ±actual cost of material

Delivery: Delivery / postage fees  
 additional depending upon  
 delivery type.

Extras:

Est. Document Cost \_\_\_\_\_

Est. Delivery Cost \_\_\_\_\_

Est. Extras Cost \_\_\_\_\_

Total Est. Cost \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Estimated Balance \_\_\_\_\_

Deposit Date \_\_\_\_\_

Disposition Notes  
 Custodian: If any part of request cannot be  
 delivered in seven business days,  
 detail reasons here.

In Progress    -    Open    \_\_\_\_\_  
 Denied        -    Closed    \_\_\_\_\_  
 Filled        -    Closed    \_\_\_\_\_  
 Partial        -    Closed    \_\_\_\_\_

Tracking Information

Final Cost

5 H F ¶ G % \

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DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records -check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. Response is due to requestor as soon as possible, but no later than seven business days.)

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N.J.S.A. 47:1A-1.1

- Inter-agency or intra-agency advisory, consultative or deliberative material
- Legislative records
- Law enforcement records:
  - Medical examiner photos
  - Criminal investigatory records (however, N.J.S.A. 47:1A-



1. All government records are subject to public access under the Open Public Re F R U G V \$ F W 3 2 3 5 \$ ' X Q O H V exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted