STUDENT NAME

ADDRESS

EMAIL ADDRESS

September 22, 2015

SCHOOL RECORDS SUPERVISOR

SCHOOL NAME

SCHOOL ADDRESS

 RE: Public Records Request

Dear Records Supervisor:

Pursuant to the state public records law, please accept this letter as my public record request to [ENITTY] for the following information. For each and all of the following requests, we seek the disclosure of all records prepared, maintained, received, collected or transmitted by your agency. For each and all of the following requests, the terms “records” and “documents” include any records or documents in electronic or written form, any videotapes, audio tapes, or still photographs, any emails (including all attachments and history), and any web searches (including search history).

1. Please produce a copy of the school district’s current sexual harassment policies and procedures. Please produce a copy of the school district’s current policies and procedures for reporting sexual harassment and discrimination.
2. Please produce a copy of the school district’s current anti-bullying policies and procedures.
3. Please produce a copy of the sexual harassment and discrimination training materials for teachers and administrators. Please produce a copy of the Title IX training materials for teachers and administrators.
4. Please produce a copy of the sexual harassment and discrimination training materials for all school district Title IX Coordinators. Please produce a copy of the Title IX training materials for all school district Title IX Coordinators.
5. Please produce a copy of all documents provided to students publicizing the identity and contact information for the school district Title IX Coordinators.
6. Please produce all materials reviewed and document generated in the process of the school district’s Title IX Coordinators reviewing school district policies, procedures, and implementation thereof to ensure that they are nondiscriminatory, effective, and in compliance with Title IX?
7. Please produce all data generated by the school district to track of the incidents of sexual harassment and discrimination of school district students.
8. Please produce all documented complaints of sexual assault and unwelcome sexual contact made to the school district for the past 7 calendar years.

Please note that the state public records law requires agencies to respond to requests for public records in a timely manner. Moreover, any ambiguities in a public records request must be construed broadly to promote the purpose of the public records law. If you choose to deny this request, please provide a written explanation for the denial, including reference to the legal authority for that specific denial.

If they are available, we would prefer to receive any responsive records in electronic format. Also, please call me if you have questions about the scope of this request.

 SIGNATURE

 PRINT NAME