



MONTGOMERY TOWNSHIP SCHOOLS

405 Burnt Hill Road – Skillman, NJ 08558-1798 – Telephone (908) 874-5200 – Fax (908) 874-6212

Request For Public Records

In accordance with State Law (N.J.S.A. 47:1A-1 et seq.) and district policy, this form is to be used in requesting Montgomery Township School District "Public Records".

Please Print

Date Received: _____

Requested By: _____

Address: _____

Phone and/or Fax: _____

Requestor's Signature: _____ Date: _____

This section to be completed by Custodian of Records Only!

Clearly print a brief description of the record(s) requested: (Please check the appropriate box if a photocopy is requested)	
1.	<input type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>

Photocopy

Request Approved or Denied*	To Be Provided By:	Fees Charged
Total Charges:		\$

*If request is denied, the reason for denial follows:

1.
2.
3.
4.

Signature of Custodian
Date

This form must be completed and presented to the Office of The Board Secretary between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, when offices are normally open. A board official will determine appropriate fees, if applicable, to be charged for this request. Fees must be paid in advance either by cash, certified check or money order. No personal checks will be accepted. Requested records will be made available as soon as possible, but not later than seven business days after receiving the request provided that the record is currently available and not in storage or archived.

A person making a request of public records who is denied such access may institute a proceeding to challenge the custodians decision by filling an action in Superior Court; or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7). Please see reverse side for directions on completing this form.