

***The Chatfield School***

**FOIA Request for Public Records**

**Michigan Freedom of Information Act, MCL 15.231, *et seq.***

**Request to:**     **Receive Copy**     **Inspect Record**     **Subscribe to record issued on regular basis**  
**Delivery Method** (*upon payment of balance due*):     **Pick up records in person**     **Mail to address below**

(Please Print or Type)

|                   |       |     |
|-------------------|-------|-----|
| Name              | Phone |     |
| Firm/Organization | Fax   |     |
| Street            | Email |     |
| City              | State | Zip |

**Describe the public record(s) as specifically as possible:**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|                       |      |
|-----------------------|------|
| Requestor's Signature | Date |
|-----------------------|------|

**Consent to Non-Statutory Extension of School District's Response Time**

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.* I understand that the Chatfield School must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree to extend the Chatfield School's response time for this request until \_\_\_\_\_.

|                       |      |
|-----------------------|------|
| Requestor's Signature | Date |
|-----------------------|------|

(October 2015)