

**JESSAMINE COUNTY BOARD OF EDUCATION  
REQUEST TO EXAMINE RECORDS**

Copying cost **per page shall be 10 cents for requested copies** and postage may be charged if the requestor does not pick up the copies.

**Address and Mail Records Request To:**

Superintendent  
Jessamine County Schools  
871 Wilmore Road  
Nicholasville, KY 40356

**Records Request Filed By:**

Print Name \_\_\_\_\_

Print Address \_\_\_\_\_

Print City/State/Zip \_\_\_\_\_

Print Phone # \_\_\_\_\_

Print Date \_\_\_\_\_

**Specify In Detail The Record (s) Requested:**

Attach another page if necessary.

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\_\_\_\_\_  
Signature of Person Requesting Records (s)

**\*For Records Maintained at the School Building Level:**

Records Request received by \_\_\_\_\_ on \_\_\_\_\_

Records Request complied with by \_\_\_\_\_ on \_\_\_\_\_

**For All Records Requests:**

Records Request approved by: \_\_\_\_\_ on \_\_\_\_\_

Records Request not-approved by: \_\_\_\_\_ on \_\_\_\_\_

See regulation for complete details.