

**PUBLIC RECORD ACCESS REQUEST  
OKLAHOMA OPEN RECORDS ACT**

**TO: PONCA CITY SCHOOL DISTRICT  
613 EAST GRAND AVENUE  
PONCA CITY, OKLAHOMA 74601-5211**

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following School District records:

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[Describe records as specifically as possible; attach additional sheets if necessary.]

2. The undersigned requests access to the foregoing records for the following purpose:

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3. If copies of the documents are requested, the undersigned agrees to pay the per page fee for copies identified in the School District's Oklahoma Open Records Act policy. If a search is necessary to furnish the documents and if this request is solely for commercial purposes, the undersigned agrees to pay the hourly search fee identified by District policy.

4. The undersigned is acting as representative or agent for \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Address: \_\_\_\_\_

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Received by:  
Ponca City School District  
on \_\_\_\_\_, \_\_\_\_\_.

Record Request No. \_\_\_\_\_.