

**Englewood Public Schools
274 Knickerbocker Road
Englewood, NJ 07631**

GOVERNMENT RECORDS REQUEST FORM

For Board Use Only

Date Received:

Date of Response:

Name: _____

Address: _____

Telephone (Day) _____

Information Requested:

To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection).

Fee: \$ 0.05 Per page
0.07 Per legal size page or larger

Access to electronic records and non-printed materials shall be provided free of charge.

Fees for other formats to be determined based on individual request.

Please submit all requests to the following address

Cheryl Balletto
Business Administrator/Board Secretary
274 Knickerbocker Road
Englewood, NJ 07631