

REGULATION

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

OPERATIONS
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Public Records

II. Request (please print)

Name: _____

Address: _____

City _____ State _____ Zip _____

Telephone [Day] _____

I request _____ copy or copies of the specific records set forth below:

I request only to inspect the specific records set forth below:

If records are available in different formats, type of format requested

Email To: rctedesco@pthsd.net or mail: 292 Parsippany Road, Parsippany, NJ 07054

Requestor's Acknowledgement

As a requestor of records, I acknowledge that I have read and received a copy of the "General Information Concerning Government Records" and understand that I have the right to appeal a decision of the records custodian to either the Superior Court of New Jersey or to the Government Records Council.

Signature of Requestor _____ DATE _____

FOR BOARD OF EDUCATION USE ONLY

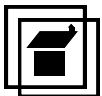
If copies requested, date copies will be ready _____

Approximate Cost _____

Deposit Required _____

Custodian Signature _____ Date _____

Robin C. Tedesco – Custodian of Records - Business Office
Eileen Hoehne – Custodian of Records - Personnel



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III. Public Records Request Response

- A. Access is granted to the following records. If copies were requested, they are being made available for the fee listed below:

SUBTOTAL FEE FOR COPIES _____

SPECIAL SERVICE FEE (IF ANY) _____

LESS DEPOSIT (IF ANY) _____

TOTAL FEE _____

- B. Access to the following document(s), is denied, for the reasons listed below:

Custodian Signature _____ Date _____

Robin C. Tedesco – Custodian of Records - Business Office
Eileen Hoehne – Custodian of Records - Personnel

Acknowledgement of Requestor

I hereby acknowledge that I have received the documents requested, except for any documents listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I understand that I have the right to appeal to New Jersey Superior Court or to the Government Records Council in the Department of Community Affairs.

Signature of Requestor Date _____

Issued: 22 October 2009
Revised: 24 February 2011

