

Bettendorf Community School District  
**BCSD FOIA Request**

Code No: 901.E1

Freedom of Information Act

3311 18<sup>th</sup> St., Bettendorf, IA 52722 | (563) 359-3681 | Fax (563) 359-3681  
Attn: Celeste Miller, Director of Communications - [cmiller@bettendorf.k12.ia.us](mailto:cmiller@bettendorf.k12.ia.us)

Date Requested \_\_\_\_\_

Name of Requester \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Records Requested**

Provide as much specific detail as possible so the district can identify the information that you are seeking. You may attach additional pages if necessary.

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**Please note:** Persons requesting copies will be assessed a fee for any paper copies. For requests requiring retrieval of data if the retrieval process exceeds 30 min of staff time requestors will be assessed and the actual cost for the time used by the specific employee or employees to retrieve the requested data. An estimate will be given before work is performed. Persons desiring to examine records shall pay any necessary expenses for providing a place for examining or copying records.

The district will respond to a request for public records within ten (10) business days after its receipt.

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**OFFICIAL USE ONLY**

Response date \_\_\_\_\_

Records Available Yes | No

Copies # \_\_\_\_\_ x \$.03 = \_\_\_\_\_  
Charged \$ \_\_\_\_\_

Staff time \_\_\_\_\_ x (rate)\$ \_ = \_\_\_\_\_

Fees

If request denied, reason \_\_\_\_\_

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Reapproved: October 21, 2019