

KNOX COUNTY SCHOOLS

ANDREW JOHNSON BUILDING



INSPECTION/DUPLICATION OF RECORDS REQUEST

1. Name of requestor: _____
(Please print or type name)

2. Requestor's address: _____

3. Requestor's phone number: _____

4. Requestor's email address: _____

5. Request for: Inspection/access only Copy/duplication

6. Records requested (please provide a detailed description; attach additional pages if necessary): _____

Signature of Requestor

Date form submitted: _____

This form can be submitted via email to openrecords@knoxschools.org or to the Director of Public Affairs at the address listed below.

P.O. Box 2188 • 912 South Gay Street • Knoxville, Tennessee 37901-2188 • Telephone (865) 594-1800