



Open Records Request Form

Fill in the following information and submit by mail, fax, email, or in person to:

Leavenworth USD 453
ATTN: Jake Potter, Director of Public Relations
200 N. 4th Street
Leavenworth, KS 66048
Fax: (913) 684-1407 Email: jake.potter@usd453.org

Requestor Name: _____ **Date:** _____

Street Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone: _____ **Email:** _____

Description of information/record requested. Please be as specific as possible.

****For Office Use Only****

Department: _____ **Date Received:** _____

Handled by: _____ **Response Deadline:** _____

Copies: _____ @ _____ = _____ **Extended Deadline:** _____