

STEM School Highlands Ranch CORA (Colorado Open Records Act) Request

Douglas County School District/STEM School Highlands Ranch records are public unless otherwise protected from disclosure and shall be available for inspection during regular business hours upon request made through use of this form. There is no duty to create a public record that does not already exist. Inspection of the record shall take place where designated by the school, and will not be disruptive to the operations of the office, and shall be done in the presence of the custodian of the record.

Under CORA laws, STEM has up to three school business days (does not include school holidays and breaks) to respond to requests and may have additional time if the documents are not easily attained. If more than one hour of staff time will be required to respond to the request for records, such staff time in excess of one hour shall be charged to the person seeking access at a rate of \$30 per hour, to be paid prior to inspection of the records. Copies may be furnished upon request and within a reasonable time at a cost not to exceed .25 cents per page, paid in advance.

Send this request via email to the STEM School Highlands Ranch Business Office C/O Kathy.Falter@STEM k12.org or drop to any of the three offices.

Requestor Name (first, last): _____

Requestor Address: _____

Requestor Phone Number: _____ Email: _____

Date of request: _____

Documents requested (please be as specific as possible):

Date Request Received: _____

Estimated Cost: _____ (Colorado Law allows for 1 free hour of staff time to collect materials, each additional hour is charged at \$30.00 per hour)

Date Payment was received: _____ CORA request completed (date): _____

CORA request completed by (name): _____