

[Patty Parent]
[500 Main St.]
[Any Town, MT] [59000]
Phone: [406-555-5555]

[DATE]

[Name of Principal]
[School Address]
[City, State Zip Code]

VIA CERTIFIED MAIL (No. _____)

Re: Public Records Request

Dear [Mr./Ms.] [Name of Principal],

I am making this public record request under Article II, Section 9 of the Montana Constitution and Montana Code Annotated § 2-6-1003, et seq. Please provide me with a true, correct and complete copy of the current version of the following documents:

1. all school policies and procedures adopted by the school board related to student graduation;
2. all school policies and procedures setting forth the district's graduation requirements.

Please produce the public records requested no later than [specify date at least seven days from the date of this letter]. Thank you in advance for your anticipated cooperation in this matter.

Sincerely,

[insert your name]