UTAH GOVERNMENT RECORDS (GRAMA) REQUEST FORM

*DO NOT USE THIS FORM TO OBTAIN STUDENT RECORDS. You must contact the school last attended directly. For Gateway Preparatory Academy, contact the office at 435-867-5558.

MAIL, FAX OR EMAIL THIS FORM TO:

- o Gateway Preparatory Academy
  Jonada Munk, Business Manager
  201 East Thoroughbred Way, Enoch, Utah 84721

- o Fax: 435-867-5497
- o Email: info@gpacharter.org

Description of records sought; records must be described with reasonable specificity:
_____
_____

- o I would like to inspect (view) the records.

- o I would like to receive a copy of the records. I understand that I may be responsible for fees associated with copying charges or research charges as permitted by UCA 63-2-203. I authorize costs of up to $_____

- o UCA 63-2-203 (4) encourages agencies to fulfill a records request without charge. Based on UCA 63-2-203 (4), I am requesting a waiver of copy costs because_____

Releasing the record primarily benefits the public rather than a person. Please explain:
_____
_____

- o I am the subject of the record.

- o I am the authorized representative of the subject of the record.

- o My legal rights are directly affected by the record and I am impoverished. Please attach information supporting your request for a waiver of the fees.

If the requested records are not public, please explain why you believe you are entitled to access.

- o I am the subject of the record.

- o I am the person who provided the information.

- o I am authorized to have access by the subject of the record or by the person who submitted the information. Documentation required by UCA 63-2-202, is attached.

- o Other. Please explain:
  _____
  _____

I am requesting expedited response as permitted by UCA 63-2-204 (3)(b). Please attach information that shows your status as a member of the media and a statement that the records are required for a story for broadcast or publication; or other information that demonstrates that you are entitled to expedited response.

Requester's Name:_____ Daytime Telephone Number:_____

I would like to receive the response by email if possible: Yes◯ No◯ Email:_____

Mailing Address:_____ Date:_____

Signature:_____