

TO: yourschool@yourschool.org

FROM: you can create an anonymous email address and/or alias to use

SUBJ: Public Records Request

Good Afternoon [insert name/title of Secretary, Office Manager, or other individual in charge of receiving and distributing public records requests],

This correspondence serves as a public records request in accordance with [insert state statute here relating to public records], requesting the following records:

1. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment, and/or amount of payment due and/or rendered to the National School Board Association (NSBA) for [insert your school district here] annual school board membership dues during the [months/years/schoolyear] of [insert timeframe here];*
2. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to the [insert your state-level school board association here] for [insert your school district here] annual school board membership dues during the [months/years/schoolyear] of [insert timeframe here];*
3. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to the School Superintendents Association (AASA), also known as the National Association of School Superintendents or American Association of School Administrators, for [insert your school district here] monthly or annual membership dues during the [months/years/schoolyear] of [insert timeframe here];*
4. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to the [insert your state-level superintendent/administrator association here] for [insert your school district here] monthly or annual membership dues during the [months/years/schoolyear] of [insert timeframe here];*
5. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to the [insert your regional superintendent/administrator association here] for [insert your school district here] monthly or annual membership dues during the [months/years/schoolyear] of [insert timeframe here];*
6. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to the Association of School Business Officials International (ASBO) for [insert your school district here] monthly or annual membership dues during the [months/years/schoolyear] of [insert timeframe here];*

7. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to the [insert state level school business officers association here] for [insert your school district here] monthly or annual membership dues during the [months/years/schoolyear] of [insert timeframe here];*
8. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to the National Business Officers Association (NBOA) for [insert your school district here] monthly or annual membership dues during the [months/years/schoolyear] of [insert timeframe here];*
9. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to the National Association of Educational Office Professionals (NAEOP), also known as the National Association of School Secretaries or the National Association of Educational Secretaries, for [insert your school district here] monthly or annual membership dues during the [months/years/schoolyear] of [insert timeframe here];*
10. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to the [insert state level educational office professionals association here] for [insert your school district here] monthly or annual membership dues during the [months/years/schoolyear] of [insert timeframe here];*
11. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to the Council of School Attorneys (COSA) for [insert school district here] monthly or annual membership dues during the [months/years/schoolyear] of [insert timeframe here];*
12. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to the [insert state level school attorneys association] for [insert your school district here] monthly or annual membership dues during the [months/years/schoolyear] of [insert timeframe here];*
13. *All invoices, receipts, documentation, internal memos, email or text communications related to the membership, payment and/or amount of payment due and/or rendered to any other association for [insert your school district here] monthly or annual membership dues during the [months/years/schoolyear] of [insert timeframe here];*

All records are requested in a digital or electronic format (e.g., PDF). Please promptly provide electronic copies of the records requested below to this email address: [insert email address]

Please confirm receipt of this email and produce requested records in a reasonable period of time.

Thank you,

[insert anonymous email address or alias]