

Request for Information (CORA)



SCHOOL DISTRICT TWO
HARRISON
Character Through Diversity, Challenge & Accomplishment

Date: _____

Name of person/organization making request: _____

Information requested:

Reason for request:

FOR OFFICE USE ONLY

Time Spent _____

Number of copies _____

Administrative Charges:

Staff time (\$30.00 per hour*) _____

Copies (number x .25) _____

Total Payment \$ _____

Picked up by: _____ Date _____

*Harrison School District Two reserves the right to charge for administrative time with each CORA request. Expansive requests in particular may be subject to the \$30 per hour administrative fee allowed by state CORA statues. The district will notify the requesting party of the amount of administrative hours it anticipates will be required to meet the request. Work will only begin on the request after payment for the amount of anticipated administrative hours is received.