

**OPRA REQUEST FORM  
NUTLEY BOARD OF EDUCATION  
315 FRANKLIN AVENUE  
NUTLEY, NJ. 07110**

**Requestor Information – Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Business Hours Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspect \_\_\_\_\_

**Circle One:** Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**

Maximum Authorization Cost \$ \_\_\_\_\_

Select Payment Method

Cash \_\_\_ Check \_\_\_ Money Order \_\_\_

Fees: Pages 1-10 @\$0.75  
Pages 11-20 @\$0.50  
Pages 21 - @\$0.25

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

NBOE USE ONLY	NBOE USE ONLY	NBOE USE ONLY	
<p>Est. Document Cost _____</p> <p>Est. Delivery Cost _____</p> <p>Est. Extras Cost _____</p> <p>Total Est. Cost _____</p> <p>Deposit Amount _____</p> <p>Estimated Balance _____</p> <p>Deposit Date _____</p>	<p><b>Disposition Notes</b></p> <p>Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.</p>          <p>In Progress - Open _____</p> <p>Denied - Closed _____</p> <p>Filled - Closed _____</p> <p>Partial - Closed _____</p>	<p><b>Tracking Information</b></p> <p>Tracking # _____</p> <p>Rec'd Date _____</p> <p>Ready Date _____</p> <p>Total Pages _____</p>	<p><b>Final Cost</b></p> <p>Total _____</p> <p>Deposit _____</p> <p>Balance Due _____</p> <p>Balance Paid _____</p> <p><b>Records Provided</b></p>          <p>_____ <b>Custodian Signature</b> _____ <b>Date</b></p>

## Requesting Access to School Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. In order to request access to school records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours between the hours of 8:30 am and 4:00 pm Monday through Friday when offices are normally opened or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the **Nutley Board of Education**, that officer or employee does not have the authority to accept your request form on behalf of the **Nutley Board of Education** and you will be directed to the appropriate custodian.
2. If you submit a request for access to school records to someone other than the appropriate custodian, do not complete the **Nutley Board of Education** request form, or attempt to make a request for access by telephone or fax; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of a school record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. **Payment shall be made by cash (exact change only), check or money order** payable to the **Nutley Board of Education**.
4. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
5. **A 50% deposit must accompany requests with estimated fees exceeding \$25.** Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking school records containing personal information pertaining to the person's victim or the victim's family.
7. By law, the **Nutley Board of Education** must notify you that it grants or denies a request for access to school records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
8. You may be denied access to a school record if your request would substantially disrupt District operations and the custodian is unable to reach a reasonable solution with you.
9. If the **Nutley Board of Education** is unable to comply with your request for access to a school record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
11. If your request for access to a school record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the **Nutley Board of Education** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.
13. To contact the Records Custodian of the **Nutley Board of Education**:

**OPRA Custodian**  
**Nutley Board of Education**  
**315 Franklin Avenue**  
**Nutley, New Jersey**  
**Phone: (973)661-8797**  
**Fax : (973)320-8475**