Dear Emily Shockley:
Pursuant to the Colorado Open Records Act § 24-72-201 et seq., I request that you make available for inspection and copying the following public records: the number of property searches, including search of a personal vehicle, conducted by school administration at Palisade High School and in District 51 between the years of 2017 and 2018, and the results of these searches, whether or not they required disciplinary course thereafter.
If you are not the custodian of records for this request, please forward this letter to the appropriate person or let me know which person(s) has custody of these records.
I request a waiver of all fees for searching or copying these records in that the disclosure of the requested information is in the public interest and will contribute significantly to the public’s understanding of policy and procedure of public school administration in regards to student drug use in School District 51. As a student of journalism at Colorado Mesa University, this information will assist my peers’ and my understanding of public policy and the navigation of the system of public records in Colorado.
This information is not being sought for commercial purposes. If there are any fees for searching or copying these records, please inform me if the cost will exceed $15.
Please set a date and hour, within three working days following receipt of this letter, at which time the records will be made available for inspection, as required by § 24-72-203(2), C.R.S. If access to these records will take longer, please cite the extenuating circumstances and let me know when I should expect copies or the ability to inspect the requested records.
I ask that records available in electronic format be transmitted by email to kaprather2@mavs.coloradomesa.edu.
If you deny any portion, or all, of this request, please provide me with a written explanation of the reason(s) for your denial, including a citation to each specific statutory exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. If you conclude that portions of the records that I request are exempt from disclosure, please release the remainder of such records for inspection and copying, redacting only the portion or portions that you claim are exempt.
Thank you for considering my request.

Sincerely,
Karen Prather
(970)-589-9298