

East Baton Rouge Parish School System

PUBLIC RECORDS REQUEST FORM

STEP 1. PRINT & COMPLETE all information. BE SURE TO DATE AND SIGN REQUEST.

If you are requesting free or reduced copy of your request, you must complete the Certification for Free or Reduced Rates form.

STEP 2: SUBMIT completed form to: The Office of General Counsel, East Baton Rouge Parish School System, 1050 South Foster Dr, Baton Rouge, LA 70806, FAX: 225-922-5499. **DO NOT ATTACH PAYMENT TO THIS FORM.** WAIT to receive a notice of estimated cost.

STEP 3. PAY FEE if applicable. Once you have received a notice of estimated cost, submit fees PAYABLE TO EAST BATON ROUGE PARISH SCHOOL SYSTEM **AND A COPY OF THE INVOICE** to: The Office of General Counsel, East Baton Rouge Parish School System, 1050 South Foster Dr, Baton Rouge, LA 70806. If payment is not received within 10 working days after notice of estimated cost is forwarded, it may be necessary to initiate a new request. CHECK OR MONEY ORDER ONLY. RECORDS ARE NOT RELEASED BEFORE FEES ARE PAID.

COMPLETE BELOW:

DATE _____

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

NAME OF ORGANIZATION/COMPANY _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (____) _____ FAX (____) _____

E-MAIL _____@_____

Description of Records Requested (Type or Print): To expedite request, be as specific as possible. You may attach additional pages to the form as necessary. Clearly mark attachments.

Delivery Information—Check appropriate box. Cost of copies shall be paid in advance of delivery.

- Make public records available for viewing.** The requestor will be notified when records are available for review at the East Baton Rouge Parish School System's Central Office. There is NO COST to view the public record.
- Make copies for pick up by requestor.** The requestor will be invoiced and must pay for the copies before the copies are released
- Make copies and mail to requestor.** The requestor will be invoiced and must pay for the copies before the copies are released.
- Make copies and fax to requestor.** The requestor may be invoiced, and if so, the requestor must pay for the copies before the copies are released. NOTE: EBRPSS is unable to fax high-volume requests.

SUBMISSION OF REQUEST IS CERTIFICATION THAT REQUESTOR UNDERSTANDS AND ACCEPTS OBLIGATION TO PAY APPLICABLE FEES FOR COPIES OF RECORDS REQUESTED AND THAT NO COPIES MAY BE RETURNED FOR CREDIT.

SIGNATURE OF REQUESTOR: _____

If submitted electronically, signature and date on line above unnecessary.

If you have any questions please email us at THead@ebrschools.org.

This form is available at <https://ebrschools.org/quick-links/>.