

STEP 1: PROVIDE all information below, please print or type. Be sure to date and sign request.

STEP 2: SUBMIT completed form to: Custodian of Records via U.S. Mail or via email at the addresses provided below.
Do not send payment at this time.

STEP 3: PAY FEE if applicable. Wait to receive a notice of estimated cost. Once you have received notice, send payment (check or money order ONLY). Copies will be mailed upon receipt of payment, or copies can be picked up with payment. If 10 (ten) working days pass after notice is sent and payment is not received, it will be necessary to initiate a new request.

REQUESTOR'S INFORMATION		
Name		Date
Organization/Company		
Mailing Address		
City	State	ZIP
Contact Telephone Number	Email Address	

REQUESTED DOCUMENTS
(Please be as specific as possible; attach additional pages as necessary.)

I certify that I am of 18 years of age.

Requestor's Signature X	Date
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A signature is not required if the request is submitted electronically.

Mail applications to:
Custodian of Public Records, John White
Louisiana Department of Education
1201 North Third St.
Baton Rouge, Louisiana 70802

OR

Email to:
LDEPublicRecords@la.gov