

ASCENSION PARISH SCHOOL BOARD

PUBLIC RECORDS – DOCUMENT REQUEST FORM

Please print clearly:

Date: _____ Time: _____ am/pm

Person Making Request (I certify that I am at least 18 years of age):

Please Print Name

Signature

Business Name: _____

Phone Number: _____

E-mail Address: _____

Records Requested: _____

In accordance with the Louisiana Public Records Act, APSB will charge a copy fee of \$.25 per each page that is requested and produced. Documents produced in electronic form may also have a sur-charge for the cost of the electronic medium used for storage. Please note that electronic documents that may have non-public information – such as emails – will be required to be printed to assure non-public information is redacted. If mailing of the documents is required, there will also be a postage fee charged based on the costs to mail the documentation. Fees in excess of an estimated \$25.00 must be pre-paid.



FOR INTERNAL USE ONLY

Employee Accepting Request: _____

Time Received: _____ am/pm

Department Request Forwarded to: _____