

St. Charles Parish Public Schools Public Records Request Form

In compliance with the Louisiana Public Records Act, reasonable fees will be assessed for the copying of such documents. The custodian of records shall have the record made available within a reasonable time. If requesting to view records in-person, valid identification to ensure age of majority will be required.

Please fill out form completely. Hard-copy requests may be brought to the St. Charles Parish School Board Office located at 13855 River Road, Luling, LA 70070. Email requests may be sent to publicrecords@WeAreSCPPS.org.

Date: _____ Time: _____ am/pm

Person making request: _____

Please print name

Organization (if applicable): _____

Phone: _____

Address: _____

Email: _____

Records Requested: _____

FOR INTERNAL USE ONLY

Employee Accepting Request: _____

Date & Time Received: _____

Department Request Sent To: _____

Copy of Request Sent To: ___ Custodian of Records ___ Superintendent ___ Records Request Designee