

**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