



# Louisiana Special School District

## PUBLIC RECORDS REQUEST FORM

*Louisiana Revised Statute 44.1*

**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

<b>Name</b>		<b>Date</b>
<b>Organization/Company</b>		
<b>Mailing Address</b>		
<b>City</b>	<b>State</b>	<b>ZIP</b>
<b>Contact Telephone Number</b>	<b>Email Address</b>	

### REQUESTED DOCUMENTS

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

☐ I certify that I am of 18 years of age.

<b>Requestor's Signature</b> X	<b>Date</b>
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*A signature is not required if the request is submitted electronically.*

#### Mail applications to:

Custodian of Public Records, Whitney Greene  
Louisiana Special School District  
2888 Brightside Dr.  
Baton Rouge, Louisiana 70820

OR

#### Email to:

SSDPublicRecords@la.gov

After sending your request, you should receive an acknowledgment of that request within three business days. If you do not receive an acknowledgment within three business days, please call (225) 757-3467.