

## PROCEDURES FOR PUBLIC RECORDS REQUESTS

The Louisiana Public Records Law, LA Const. Art. XII, §3 and R.S. 44:1-41, grants any person a right to examine and copy public documents in the possession of the state and its political subdivisions, including Glencoe Education Foundation Board.

The Executive Secretary to the Director, Shannon Pontiff, is the custodian of the records of the Glencoe Education Foundation.

All public records requests:

1. Must be in writing;
  - a. Either through USPS or by e-mail to the Executive Secretary:  
[spontiff@vbglencoecharter.org](mailto:spontiff@vbglencoecharter.org)
2. Must specify, to the extent possible, the exact record(s) requested.
  - a. The Executive Secretary is unable to make presumptions regarding your request or fill in any blanks.
3. Must contain a return address, phone number, or e-mail contact.

After the Executive Secretary receives the request, the records will be compiled, the charges computed, and the requestor will be notified of the charges pending.

Copies of records cost \$.025 per page. This charge applies to electronic versions e-mailed to the requestor. If the records are to be mailed to the requestor, there will be a minimum \$5.00 charge for postage. All charges must be paid in advance of the records being supplied. Payment should be made payable to V.B. Glencoe Charter School and mailed to: V.B. Glencoe Charter School, 4491 LA Hwy 83, Franklin, LA 70538 or hand-delivered to the Office of the Executive Secretary at the same address.

Upon receipt of the payment due, the records will be supplied.

### NOTICES:

1. No duty exists under law to create a record which is not otherwise created or maintained in the course of normal business of Glencoe Education Foundation.
2. The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. §1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. "Education Records" are "those records, files documents, and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution. (20 U.S.C. § 1232g (a)(4)(A); 34 CFR § 99.3). The Executive Secretary is required to review all requested documents to ensure that FERPA guidelines are followed.
3. The Executive Secretary reserves the right to determine the method of record delivery as dictated by the volume of records requested and the form in which the original records exist.