

## **Public Records Request**

Allen Parish School Board, as a local governmental entity, is subject to the requirements of the Louisiana Public Records Act, LSA-R.S. 44:1 Seq.

Requests for public information should include:

- Full name
- Address
- Phone Number
- Email/or Fax (if applicable)
- Detailed description of the information and/or document requested

Custodian of public records:  
Supervisor of Personnel/CW&A Transportation- Kent Reed

### **Mail:**

Allen Parish School Board  
Public Records Request  
Attention: Kent Reed  
PO drawer C  
Oberlin, LA 70655

### **Email:**

[Kent.Reed@allen.k12.la.us](mailto:Kent.Reed@allen.k12.la.us)  
Subject should read Public Records Request

### **Fax:**

337-639-2346

### **In Person:**

Allen Parish School Board  
1111 West 7<sup>th</sup> Avenue  
Oberlin, Louisiana 70655