

## **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:  
CW&A Transportation- Kenneth Courville

**Mail:**

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

**Email:**

[kenneth.courville@allen.k12.la.us](mailto:kenneth.courville@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

# ALLEN PARISH SCHOOL BOARD

P.O. Drawer C  
1111 W. 7th Avenue  
Oberlin, Louisiana 70655  
Phone (337) 639-4311  
Fax (337) 639-2346  
[www.allen.k12.la.us](http://www.allen.k12.la.us)

## RECORDS REQUEST FORM

**Step 1:** COMPLETE all information in the fields provided. Please type or print. If you have questions, please call (337) 639-4311 for assistance.

**Step 2:** SUBMIT completed form by mail or in person to Kenneth Courville, Allen Parish School Board, 1111 W. 7<sup>th</sup> Ave., P. O. Drawer C, Oberlin, LA 70655. You may also fax this form to (337) 639-2574.

**Step 3:** WAIT to receive a notice of estimated cost. Once received, send payment. Copies will be mailed once payment is received, or pick up and pay for your copies. COPYING OF DOCUMENTS WILL NOT BEGIN UNTIL PAYMENT IS RECEIVED BY THE ALLEN PARISH SCHOOL BOARD.

Date of Request: \_\_\_\_\_

Requestor Information:

Name: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Documents (please be as specific as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delivery Information (check appropriate box):

Make copies for me to pick up in person. Cost of copies shall be paid IN ADVANCE by check or money order made payable to Allen Parish School Board.

Make copies and mail them to me at the above-listed address. Cost of copies shall be paid IN ADVANCE by check or money order payable to Allen Parish School Board.

Duplication Fees (Check or money order only. DO NOT SEND PAYMENT WITH THIS FORM):

- \$1.00 per page
- \$10.00 surcharge for every 100 pages copied
- Postage fees: Actual cost to process

Cost of Reproduction of Files:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_