S T A T E O F R H O D E I S L A N D

D E P A R T M E N T O F E D U C A T I O N

255 Westminster Street, Providence RI 02903

Telephone: 401-222-4600

Facsimile: 401-222-6178

 **REQUEST FOR INSPECTION AND /OR COPY PUBLIC RECORDS**

 **PURSUANT TO CHAPTER 38-2 ENTITLED**

 **ACCESS TO PUBLIC RECORDS**

*Title 38, Chapter 2, of the Rhode Island General Laws entitled “Access to Public Records” (APRA) governs the public’s access to public records. There are exceptions provided within the provisions of APRA. You are not required to provide identification or the reason for seeking the information; however, in order to facilitate the expeditious response to your request, you are asked to complete this request form. In the event your request is denied in full or in part, you may petition the Department of Education’s Chief Administrative Officer for a review of the determination.*

**Request Type** : \_\_\_\_ Inspect Documents/Records \_\_\_\_ Obtain Copies of Documents/Records

 (call for hours of inspection) (cost per copy provided per RIGL 38-2-4)

**Requestor Information**: Name [not required]:

 Affiliation [not required]:

 E-mail address:

 Mailing address:

 Telephone: Fax:

**Requested records**:

**Requested format**: \_\_\_\_\_ Paper \_\_\_\_\_ Fax \_\_\_\_\_ E-mail\*

\*If available

**For electronic requests and responses, please submit this form to** ***APRA@ride.ri.gov***

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

 Signature or printed name [not required)