

## **File a Public Records request (FOIA) about YOUR school!**

Moms you have the right under your state's open records laws, and federally under the Freedom of Information Act, to request documents, expenditure reports, email correspondence, and more from your school and school district related to your concerns.

Parents Defending Education regularly files FOIAs to obtain important information related to the battle over our public schools. They state that, "Public school records available include emails from the email addresses of public-school officials (including principals, school board members, teachers, staff and anyone with a school email address). Also available are contracts, curriculum, trainings, videos, text messages and other records that provide valuable information about events, classes and other issues that may cause you concern."

On the last paragraph, the state links we provided don't have information specific to where to file for schoolboards. I think the copy should say something like:

It may take a few days or weeks to receive what you request. Make sure and include a date (within 7-10 days of the request) and follow up with a phone call to the district periodically for a status update.

Be sure to complete the form, including your contact information, date you submitted the request and date you would like to receive the information. Note that a two week time frame is standard in some areas. Follow up with a phone call to your district periodically for a status update.

***Your Request should be sent to the school district office. It can be mailed, emailed, or delivered in person (which we recommend).***

We also encourage you to CC your State Senator, State Representative, and City Council Member or County Supervisor. You can also reference the list of your States FOIA, for freedom of information act, Laws to get more information on submitting public records requests in your state.

Feel free to contact us if you have any questions or concerns.