



## **PUBLIC RECORDS REQUEST**

**The Morehouse Parish School System provides access to public records in accordance with Louisiana Public Records Laws.**

**(THIS DOES NOT APPLY FOR STUDENT RECORDS)**

**All Public Records Requests made to Morehouse Parish School District should be submitted in writing, and submitted in one of the follow ways:**

- **By mailing your written request via United States mail, addressed to: The Office of the Superintendent, 4099 Naff Avenue, Bastrop, LA 71220.**
- **By fax to 318-283-3456**
- **By submitting your written request in person to the Office of the Superintendent, P.O. Box 872, Bastrop, LA 71221-0872.**
- **By calling The Office of the Superintendent at 318-283-3404 for further instructions.**
- **Charges and Fees: After 5 pages cost per page is \$0.25. If your request is more than 5 pages, you will be notified for the cost.**