

FREEDOM OF INFORMATION ACT

PUBLIC ACCESS PORTAL

JACKSON-PERRY REGIONAL OFFICE OF EDUCATION

How To Submit A Request

The following is general information and the procedure for submitting a request for information to the Jackson/Perry Regional Office of Education under the Freedom of Information Act:

If you would like to obtain information from a public body, you should begin by writing down a list of the information you are seeking. Then prepare a letter to that public body's office. If you are not sure to whom to address the letter, contact the public body's main office and request the contact information for the FOIA officer or check the office website.

The Jackson Perry Regional Office of Education has a [Request Form](#) to use in order to submit your request for information under the Freedom of Information Act. You are not required to use this form; however, your request must be submitted in writing. Requests by mail, personal delivery, fax, e-mail, or other means available to public bodies are accepted. The Jackson/Perry Regional Office does not accept oral requests.

Your written request should include your name, your address, the date, and a daytime phone number so that our office can contact you if they have any questions. You should describe the information you are seeking with sufficient detail so that our office can find the requested records. Providing as much information as possible in your request on the subject matter may expedite our search process.

You do not need to describe the document specifically and accurately by the same name the Jackson/Perry ROE uses. As long as ROE understands what is being requested, they must release that information, even if the requester does not call it by the same name the public body uses.

Our office has developed and will make available upon request a list of documents that the public body will immediately provide to a requester. This list is found on the ROE website. Our office also maintains a reasonably current list of all types or categories of records under its control. This list will be available for inspection and copying.