



# Public Records Request

## SECTION A: REQUESTOR INFORMATION

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

Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## SECTION B: DIRECTIONS FOR THIS FORM

- Please be specific with your request. The Florida High School Athletic Association does operate within the Sunshine Law, yet all student information, or information resulting in the identification of a student, must be redacted as per the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).
- Please submit only one public records request per form.
- The Association's rate for redaction is \$25 per hour. The first 30 minutes is free for all research.
- Once the research is complete the redaction process begins, followed by the copying process. Copying is \$0.15 per page, and copies must be made before and after redactions.
- The time for completing the majority of public records requests is **5-10 business days after receipt of all funds**.
- This is a fillable form. Please complete this form online by using Adobe's free Acrobat Reader software downloadable at <http://adobe.com/reader>. Handwritten requests will not be accepted.
- A complete public records request must then be e-mailed as an attachment to FHSAA Assistant Executive Director Jamie Rohrer at [jrohrer@fhsaa.org](mailto:jrohrer@fhsaa.org).

If the request is extremely broad, the FHSAA may ask you to narrow the request so the office staff can get the needed information in a timely manner. Once the full request is received, an estimate of costs will be communicated to the sender and payment must be submitted. Work on the request will begin once **all money is received** by the Association's finance department.

## SECTION C: PAYMENT INFORMATION

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please submit check for payment in full to:

**Florida High School Athletic Association, Inc.**  
**Attention: Jamie Rohrer**  
**1801 NW 80th Blvd.**  
**Gainesville, FL 32606**

\* Work will not begin on research and redaction until all funds have been received and approved by the Association's finance department.

**SECTION D: PUBLIC INFORMATION REQUESTED**

Please be as specific as possible regarding the public information you are requesting.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write their specific public information request.