

## **How to file a FOIA request for public record with the Arizona Department of Education:**

**(Steps provided by Az Coalition for Medical Freedom)**

- 1) Go to: <https://www.azed.gov/communications/public-records-request-form>
  - a. Under “public Records Request Form” click link.
- 2) Fill out form with accurate information: First Name, Last Name, Job Title(N/A if necessary), Contact Information: Email, Ph# - Requestor Details: My selection is always “Researcher”, & Organization Name (N/A if necessary)
  - a. Click “NEXT”
- 3) Complete form ensuring request is indeed a public record based upon definition.
  - a. Click “NEXT”
- 4) Here is where you will submit your request. (All correspondence, documents, email, housed within the Az Dept of Education are made available to the public EXCEPT information protected by FERPA or attorney-client privilege.)
  - a. BE SURE your request is EXACT and specific. Use exact and full names of people, specify HOW in depth, what KIND of information, etc.
  - b. Select your method of delivery of the information. (I always select email which is fastest)
  - c. Click, “NEXT”
- 5) Select Yes when you read that you understand by submitting the request, the information you include within is of public record.
  - a. Click, “SUBMIT”

\*\*\*\*IMPORTANT TO NOTE: All FOIA requests are PUBLIC information.

Response is usually in a couple of weeks dependent on HOW in depth the request is.