



Ambition Prep Public Records Request Policy

General Statement:

The Board believes it is in the School's interest to make information regarding the School and its activities reasonably available upon public request. To that end, it is the policy of the Board to provide public access to School information consistent with applicable law and in a manner that provides the least disruption to normal operations of the School.

Public Records:

The Board, in accordance with Miss. Code Ann. Section 25-61-3(b), defines public records as including the following: Any document – paper, electronic (including, but not limited to, photographs, films, cards, tapes, recordings, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Request:

Requests for information may be made pursuant to and in accordance with the Mississippi Public Records Act and the Board policy by submitting a written request specifying the record(s) sought, and must include the name, address, and email address of the individual and/or organization requesting the record.

Written requests shall be made to:

DeArchie Scott
Head of School
Ambition Prep
PO Box 68705
Jackson, MS 39286
dscott@ambitionprep.org

Response:

Ambition Prep shall respond in writing within seven (7) working days from the date of the receipt of the request. If the records will be disclosed, Ambition Prep will provide an estimate of the total cost, if any, for compliance with the request. If the estimate is agreeable to the requestor, Ambition Prep will produce the records request no later than 14 working days from the date of the request unless there is a mutual agreement of the parties. Payments must be made by check, money order, or cashier's check prior to Ambition Prep releasing the records.

Fees:

By statute, charges are made on a cost-recovery basis. Any person who desires copies of a public record as defined herein but does not officially represent a public body shall be charged the actual cost per page. Copies of pages printed on both sides (front and back) shall be considered as two pages and will be charged a mechanical reproduction fee of twenty-five cents (\$.25) per page.



Ambition Prep
P.O. Box 68705
Jackson, MS 39286
601-850-1798

However, if the searching reviewing or duplicating of documents or the separating of non-exempt material from documents, etc., containing exempt material requires more than one quarter hour of work, then the hourly rate can be charged in addition to a mechanical reproduction charge of twenty-five cents (\$.25) per page for any copies desired. The charge for the hours shall be based upon the hourly salary of the lowest paid employee of Ambition Prep qualified and available to do the job.

Mailing cost calculated at the applicable United States Postal Service rates shall be charged where appropriate. Actual cost for shipment by other than United States Postal Service shall be charged to the person requesting the special shipment.

Denials:

Denials shall contain the specific reasons for the denial. Copies of all denials shall be maintained on file by Ambition Prep for not less than three years from the date denial is made.

Source:

MS Code 25-61-1, et seq.