



Public Records Custodian
1755 Eldron Boulevard SE
Palm Bay, FL 32909
Telephone: 321-676-8737 ext. 2002
Fax: 321-733-4874
Email: Records@greenappleschools.com

Request for Public Records

Requestor Information (Please Print or Type)

Today's Date

Name (Last, First, Middle Initial)
(optional)

Company Name (If Applicable)
(optional)

Street Address
(If requesting delivery of public records by mail)

City

State

ZIP Code

Primary Phone Number
(optional)

Other Phone Number
(optional)

E-mail Address

Description of Records Requested: To expedite the retrieval of records, please be as specific as possible as to the public records you desire. Attach a second page if necessary.

Which School? (circle) **Odyssey Charter School** **Odyssey Preparatory Academy**

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Delivery Method (check one)

☐ Email ☐ US Mail ☐ Pick-up ☐ Review Record in Person

Fees for the cost of reproducing public records will be assessed as follows:		
\$0.15-Single Side Copy	\$0.20-Double Side Copy	Other: actual cost to school
The actual labor cost of the personnel providing the service will be collected as permitted by State law if it requires more than thirty minutes of clerical or supervisory assistance by school personnel including redaction services. This is a special service charge attributable to the extensive use of information technology resources and/or labor cost of the personnel providing the service as permitted by State law.		

Requestor Signature _____

Date _____

This form may be returned via email, US Mail or in person to the addresses at the top