



Public Records Request

In an effort to increase our ability to respond to public requests in a timely and comprehensive manner, all Public Records Requests are routed through the Communications Department.

Public Records Procedure:

Public Records Requests must be submitted in written form (electronic or mail) to the following address:

Early Learning Coalition of Miami-Dade/Monroe
Lisa Sanabria
2555 Ponce de Leon Blvd.; 5th Floor
Coral Gables, FL 33134
Or
Email: lsanabria@elcmdm.org

Please ensure that the request form is completed in its entirety.

Please include as much information as possible relating to your request so the Coalition can respond promptly and accurately. This information may include but is not limited to:

- The name of the department, event, person, vendor and/or facility about which you are requesting information
- The type of service (School Readiness, VPK, Quality Counts, etc)
- A clearly stated time period for which you are requesting records
- The specific type of information you are requesting
- Other information that is available to you that you feel would help identify the documents you are seeking.

Once a request is made, it is sent to the appropriate department for a response. The Communications Department will contact the requestor once the documents have been produced.

The following fees are charged for any documents that are produced:

- ¢.15 per single sided copy
- ¢.20 per double sided copy
- Costs of copying to electronic format (if applicable)
- Hourly rate of staff (if applicable)

Prepayment is required before the documents are provided.

If you have any further questions please contact the Lisa Sanabria at 305.646.7220.



Public Records Request

NAME		DATE	
ADDRESS		PHONE	
		FAX	
ORGANIZATION		EMAIL	
INFORMATION BEING REQUESTED			
DATE NEEDED (Information will be provided as quickly as possible, unless otherwise specified.)			