



# Public Records Request

Public records: Section 119.011(11), F.S., defines "public records" to include: all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Public records include any hard copy or electronic copies of records made or received by any public agency in the course of its official business. Records such as policies, program results, computer records, emails, social media and text messages are all available for inspection unless specifically exempted in state statute.

All Early Learning Coalition of Miami-Dade/Monroe (Coalition) records classified as public records are open and available for inspection by any person unless otherwise specified by law. Responsibility for processing public request and the safeguarding of records is within the Coalition Communications Department.

Confidential information: Records or portions of records to which a specific statutory exemption applies making such records confidential and exempt from public disclosure. i.e. social security numbers, medical records, personally identifiable information, protected personally identifiable information, confidential records, etc. In accordance with s. 1002.97, F.S., the individual records of children enrolled in School Readiness (SR) program provided under s. 1002 Part VI, F.S., are confidential and exempt from provision of s. 119.07 (1), F.S., and s. 24(a), Article I of the State Constitution. In accordance with s. 1002.72, F.S., the personally identifiable records of children enrolled in the Voluntary Prekindergarten (VPK) program provided under s. 1002.53, F.S., and any personal information contained in those records are confidential and exempt from s. 119.07(1), F.S., and s. 24(a) Article I of the State Constitution.

Parents of School Readiness (SR) and VPK children are afforded the right to inspect and review the individual SR and VPK records of their child and copies of said records will be provided to parents upon request.

Pursuant to 2 CFR S 200.336, access to records will be provided to OEL, the Federal Health and Human Services (HHS) Agency, the comptroller General of the United States or any of their duly authorized representatives.



# Public Records Request

## Public Records Procedure:

Requests may be submitted in person, by phone, electronically, in writing, or by contacting the Coalition, and must describe the specific query items being requested. Requests for exempted records will not be approved and the requester will be provided the basis for why the release of records was denied. The Coalition will only provide those records which it maintains and will not generate new forms or records if the requested information is not already included in records made or received as part of its operations.

Early Learning Coalition of Miami-Dade/Monroe  
Kristine Gregory  
2555 Ponce de Leon Blvd.; Suite 210 Coral Gables, FL 33134  
Or  
Email: [kgregory@elcmdm.org](mailto:kgregory@elcmdm.org)

Requestors may be charged the cost of duplication and in the event that the data is not readily available and/or requires additional manipulation to satisfy the request, a special service charged in addition to the cost of duplication. A list of fees charged is available and will be provided upon request. Prepayment is required before the documents are provided.

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, Early Head Start, 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 Coalition will contact the requestor once the documents have been produced.



# Public Records Request

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