



Ethos Classical Procedures for Requesting Public Records

1. Request Submission:

- Requests for public records from Ethos Classical should be submitted in writing. Requests can be made via email, mail, or in person at the school's administrative office located at 2295 Springdale Circle SW, Atlanta, GA 30315
 - Email: info@ethosclassical.org
- Include specific details about the records being requested to facilitate efficient processing.

2. Contact Information:

- Clearly provide contact information, including name, address, phone number, and email address, to facilitate communication regarding the request.

3. Request Acknowledgement:

- Upon receipt of a public records request, Ethos Classical will acknowledge receipt promptly. This acknowledgment will include an estimated timeframe for responding to the request, typically within three business days.

4. Record Search and Retrieval:

- Ethos Classical will conduct a diligent search for the requested records. This may involve reviewing physical files, electronic databases, and other repositories where the requested records may be located.

5. Review and Redaction:

- Upon locating the requested records, Ethos Classical will review them to determine if any information is exempt from disclosure under the Open



Records Act. Exempt information, such as student records or personnel information, will be redacted as required by law.

6. Response and Fulfillment:

- Once the review and redaction process is complete, Ethos Classical will provide a response to the requester. This response will include:
 - Notification of whether the requested records are available or if additional time is needed to fulfill the request.
 - If applicable, an estimate of any costs associated with fulfilling the request, such as copying fees.

7. Delivery of Records:

- If the request is granted, Ethos Classical will arrange for the requester to inspect the records in person or provide copies in the requested format (e.g., electronic or paper copies).

8. Appeal Process:

- If a public records request is denied or if the requester believes the response is inadequate, the requester may appeal the decision to the designated appeals authority as outlined in Ethos Classical's Open Records Act policy.

9. Record Keeping:

- Ethos Classical will maintain records of all public records requests received, including the request itself, communications related to the request, and the final response provided to the requester.

These procedures ensure that Ethos Classical adheres to the requirements of the Open Records Act, promoting transparency and accountability in handling public records requests.