

[FOIA LETTER SAMPLE]

TO: Bill Johnson School District Superintendent

CC: Sheila Cunningham, Principal, George Washington Elementary School

Re: Public Records Request Pursuant to [STATE FOIA LAW]

Dear Mr. Johnson

Please accept this correspondence as a formal request pursuant to the [YOUR STATE FOIA LAW] for the following records: For the District. Between Teachers, staff, parents, outside entities, school committee, etc, starting **January 1,2020** till current. For George Washington Elementary School

A. Teacher Training

1. Regarding teacher and staff training at George Washington Elementary School, Copies of instructional materials including instructor manuals and guides, training assignments and presentations, regarding teacher and staff training on Racial Sensitivity, Critical Race Theory, any tenets of race training, Social Justice, Diversity training, social emotional learning, diversity equity and inclusion, and Cultural Competence.
2. Names of third party contractors, if any, conducting said trainings, and copies of documentation related to contracts and contract award and bidding of said contracts.
3. All correspondence, including email, letters, internal instant messaging, related to said contracts between District and GW Elementary Elementary officials and contractors.
4. Full legal name and CV of said teacher training instructors.

B. K-8 Curriculum Materials

1. Copies of Curriculum materials, including curriculum plans, Teacher Guides and Manuals, in class and homework assignments, in class presentations and handouts, regarding Action Civics, Cultural Competency, Racial Sensitivity training, Critical Race Theory, any tenets of race training, Social Justice, Diversity training, social emotional learning, diversity equity and inclusion instruction at the K-8 level.
2. Copies of documentation related to grants received for said curriculum materials or instruction, including names grantors and recipients.
3. All correspondence, including email, letters, internal instant messaging on any school server, related to said grants between school officials and grantors.
4. Copies of contracts with publishers and suppliers of said curriculum materials, including third party contractors, if any, conducting said instruction, and copies of documentation related to contracts and contract award and bidding of said contracts.
5. All correspondence, including email, letters, internal instant messaging on any school server, related to said contracts or grants between school officials and contractors and grantors.

I recognize that you may charge reasonable costs for copies, as well as for personnel time required to comply with this request. If you expect costs to exceed \$10.00, please provide a detailed fee estimate . As you are aware, the Public Records Law requires you to provide me with a written response within 10 days. If for some reason you contend that you cannot comply with my request, you are statutorily required to provide a written explanation.

Sincerely,

Mary B. McGillikuddy

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