

[School District (or School) Name]
[School District Address]

[Clerk or Administrator Name],

I am **[Your Name]**. I am writing to you to make a request under the Rhode Island Access Public Records Act (APRA).

With regard to any school within your district, I request the following documents. Documents include correspondence, memoranda, documents, reports, records, statements, audits, lists of names, applications, diskettes, letters, expense logs and receipts, calendar or diary logs, facsimile logs, telephone records, call sheets, tape recordings, video/movie recordings, notes, examinations, opinions, folders, files, books, manuals, pamphlets, forms, drawings, charts, photographs, and email.

1. All documents from January 1, 2023, to **[Previous Day's Date]** pertaining to Ad Fontes Media. This includes communications with Ad Fontes' founder, Vanessa Otero, and communications director, Jennifer Furlong.
2. All documents from January 1, 2023, to **[Previous Day's Date]** pertaining to Media Literacy Now. This includes communications with Media Literacy Now' leadership Rhode Island chapter president, Pam Steager, and board president, Jennifer Furlong.

Disclosure of the requested information is in the public interest and will likely contribute significantly to public understanding of the operations or activities of the government. Therefore, I ask that you please waive all fees for this request. If you are unwilling to do so, please inform me of what you estimate the cost to be before conducting this search.

I appreciate you helping me and I look forward to working with you. My email is **[Your Email]** — I am eager to speak to you about any clarifications you need. Have a great day!

Sincerely,
[Your Name]
[Your Address]