**Access to Public Records Act**

**If you are looking for student transcripts, please contact The Hope Academy**

**at 401-533-9192.**

Pursuant to [Rhode Island General Law § 38-2-3(d)](http://webserver.rilin.state.ri.us/Statutes/TITLE38/38-2/38-2-3.HTM), The Hope Academy has adopted the following procedure:

The Superintendent has designated The Head of School as the public records officer for The Hope Academy. Persons requesting information and/or requests to inspect public records may submit their request by completing the [Access to Public Records Request Form](https://docs.google.com/forms/d/e/1FAIpQLSf-gM5w3RcFAA8Yp7YVuOvRj3lT6C2MRTO_mE8YG72i4d8JlQ/viewform?usp=sf_link)or by contacting the Head of School at:

1000 Eddy Street

Providence, RI 02905
rczernicki@hopeacademyri.org or (401) 533-9192

The request should clearly identify the records you seek and state that your request is made pursuant to the Access to Public Records Act. The request need not be made on the [Access for Public Records Request Form](https://docs.google.com/forms/d/e/1FAIpQLSf-gM5w3RcFAA8Yp7YVuOvRj3lT6C2MRTO_mE8YG72i4d8JlQ/viewform?usp=sf_link)if the request is otherwise readily available as a request for public records. A written request is not necessary for records available pursuant to [Rhode Island General Law § 42-35-2](http://webserver.rilin.state.ri.us/Statutes/TITLE42/42-35/42-35-2.HTM) or other documents prepared for or readily available to the public.

Under [Rhode Island General Law § 38-2-4](http://webserver.rilin.state.ri.us/Statutes/TITLE38/38-2/38-2-4.HTM), the costs associated with this request are as follows:

* 1 copied page on business or legal size paper - $.15
* 1 hour for the search and retrieval of documents - 1st hour free, $15 per hour after the first hour
* Multiple requests from any person or entity to the same public body within a 30 day time period shall be considered 1 request

There are times when the public records that you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond and, with “good cause,” may extend the time to respond by twenty (20) business days (thirty (30) business days total).

If after review of your request The Hope Academy determines that the requested records are exempt from disclosure for a reason set forth in [Rhode Island General Laws § 38-2-2(4)(i)(A) – (Y)](http://webserver.rilin.state.ri.us/Statutes/TITLE38/38-2/38-2-2.HTM), The Hope Academy reserves its right to claim such exemption.

The Hope Academy is committed to providing you with public records in an expeditious and courteous manner and remains compliant with all state and federal laws.