

As of January 1, 2017, a new public records law took effect in Massachusetts. You can access information about the new law on the Secretary of State's website. In compliance with this law, Lawrence Family Development Charter School provides the most commonly requested public records including:

- Annual reports
- School budgets
- Winning bids of public contracts
- Awards of federal, state and municipal grants
- Minutes of open LFDCS Board of Trustees meetings

To submit for a request for public records please [click here](#) to download the Public Records Request Form, fill it out, save it and email to

[slyons@lfdef.org](mailto:slyons@lfdef.org)

or print it off, fill it out and mail it to LFDCS, Attn: Susan Lyons, 34 West Street, Lawrence, MA 01841.

If the public records you are searching for are not available on this site, you can request those records by contacting the Lawrence Family Development Charter School's Records Access Officer. Within 10 business days of receipt of the request, you will either receive the record or will be contacted in writing. Written responses will be to acknowledge the request and provide a date the records will be available, to deny the request with an explanation of the denial, or to ask for further clarification. Please keep in mind that LFDCS's response time will depend on the number of public record requests being processed by the school, how many records are responsive to the request, how old the records being requested are and how specific the request is.

**Public Records Access Officer** - Susan Lyons, Administrative Assistant to the Superintendent, LFDCS, 34 West Street, Lawrence, MA 01841 - E-mail:

[slyons@lfdef.org](mailto:slyons@lfdef.org)

- Telephone: 978 689-9863 ext. 122 - Fax: 978 689-8133

