



**Oklahoma Department of Career and Technology Education
Open Records Request Form**

Thank you for your interest in the Oklahoma Department of Career and Technology Education. To ensure that we provide the information you need, please complete the following and return to our office.

Name: _____ **Date:** _____

Occupation or Organization: _____

Job Title: _____ **Phone:** _____ **Fax:** _____

Mailing Address: _____

E-Mail Address: _____

Purpose of Request (check one): **Personal:** **Commercial:** **Public Interest:**

Describe in detail the records requested.

Signature of Requesting Party

Return to:
Attn: Russell Ray
Oklahoma Department of Career and Technology Education
Communications & Marketing Division
1500 West Seventh Street
Stillwater, OK 74074-4364
Telephone: (405) 743-5108

OR
Return via email at:
Email: russell.ray@careertech.ok.gov

ODCTE USE ONLY

**State Director/
Chief of Staff:** _____

Completed By: _____

Date Completed: _____