OSDE OPEN RECORDS REQUESTS PROCESS

STEP 1: NAVIGATE TO THE OSDE AWAREITY SITE

Navigate to the *Open Records Requests* option under the *Resources* tab
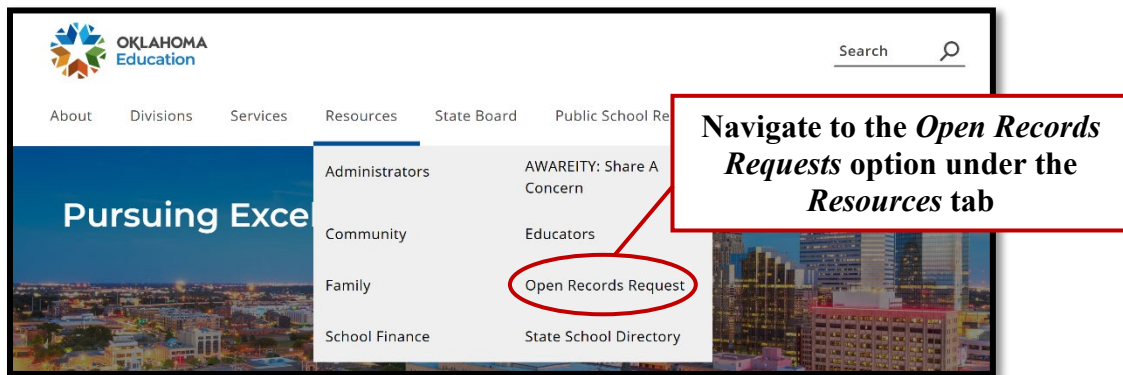
STEP 2 (Option 2): NAVIGATE TO THE OSDE AWAREITY SITE

STEP 3: SELECT THE FIRST AVAILABLE OPTION

*OPEN RECORDS REQUEST is the first available selection

  * After selecting the first option **OPEN RECORDS REQUEST,* the subsequent dropdown menus will only allow the requester to choose *OPEN RECORDS REQUEST* under the **School District** and *Open Records Request* under the **Incident Type.**

After first selecting **OPEN RECORDS REQUEST* the remaining dropdown menus will only allow *ORR* selections from then on.

  END NOTE: *When processing of your request has begun, you should receive a confirmation email and an AWAREITY® tracking number for your request; please reference this tracking number when making any inquiries about the status of your request. Inquiries regarding the status of pending requests may be addressed to:* sde.orr@sde.ok.gov