

LENA POPE | Chapel Hill Academy

OPEN RECORDS REQUEST

Lena Pope and Chapel Hill Academy are subject to the requirements of the Texas Public Information Act (TPIA). The TPIA requires the agency to treat all requests for information uniformly without regard to the position or occupation of the requestor, the person on whose behalf the request is made, or the status of the individual as a member of the media. Tex. Gov. Code § 552.223.

Requests for student education records for students currently enrolled at Chapel Hill Academy should be directed to the campus Registrar at enrollcha@lenapope.org.

Requests for employee service records should be directed to the Director of Human Resources at (817) 255-2500.

All other requests for information must be submitted in writing and should contain the following:

- Your name
- Address
- Phone number
- Description of the information and/or document(s) being requested.

Lena Pope
Attn: Chief Operations Officer
3200 Sanguinet Street
Fort Worth, TX 76107

Online Contact Form:

<https://lenapope.org/contact-us>

Lena Pope and Chapel Hill Academy have designated the contact form <https://lenapope.org/contact-us> as the official form to receive all TPIA requests. As such, requests for information that are sent to any other agency email address are not considered "received" and **will not** be processed unless the requestor sends the request through the form at: <https://lenapope.org/contact-us>.