



Shelby County Schools

Prepared for the Journey

Open Records Request

Requests made under the Open Records Act, Alabama Code §36-12-40 and §36-12-41, must be submitted in writing to:

Shelby County Schools
ATTN: Registrar
Special Services Center
2284 Highway 35
Pelham, AL 35124

The request must be signed by the individual requesting the records and a copy of their photo identification must be attached.

We will respond to written requests within 45 days of receipt.

Any request to inspect records must be made within normal business hours, 8:00 AM – 3:00 PM.

If you have any questions or need further information, please contact 205-682-5850.