

Dear Jennifer Speakes or Custodian of Public Records,

SmartProcure submitted a public records request on and has not received a response or acknowledgment, therefore the original request is being submitted again. If the original request is located, please disregard this request.

SmartProcure is submitting a public records request to the Meridian Junior High School for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record-keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Meridian Junior High School)
7. Email Address
8. Office Address (Address, City, State, Zip)

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwT3FDZ1IBSyZzdD1JTCZvcmc9TWVyaWRpYW5KdW5pb3JlaWdoU2Nob29sJm9yZ2lkPTIxMzY4OQ%3D%3D>

If this request was misrouted, please forward it to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email, or I can be reached at the phone number below in my signature.

Regards,

Karen Garcia

Data Acquisition Specialist

SmartProcure