

Public Records Request

Name and Address of Public Agency or Official Receiving Request: River Valley Local School District

Date Requested: _____

Request Submitted by: _____ Email _____ U.S. Mail _____ Fax _____ In Person

Name of Requester: _____

Street Address: _____

City/State/County/Zip: _____

Telephone: _____ E-mail: _____

Fax: _____

Records Requested: *Provide as much specific detail as possible, so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

Do you want copies of the documents? YES -or- NO

--Do you want electronic copies or paper copies?

--If you want electronic copies, in what format?