



479 TOWNSHIP ROAD 1902
JEROMESVILLE, OHIO
44840
www.hillsdale.k12.oh.us

HILLSDALE PK-6
419-368-4364
HILLSDALE 7-12
419-368-6841
CENTRAL OFFICE
419-368-8231

Public Records Request Form

The Hillsdale Local School District supports the public’s right to access public records in accordance with Ohio law and Board policy. This form may be used to assist the District in identifying, locating, and delivering the records requested.

Requester Information

(Providing this information is voluntary unless the request is for student directory information. Supplying it may help the District respond more efficiently.)

Requester Name: _____

Organization (if applicable): _____

Mailing Address: _____

Email Address: _____

Date of Request: _____ Phone Number: _____

Description of Records Requested

Please describe the public records you wish to inspect or obtain. Be as specific as possible (include dates, departments, subject matter, titles, etc.). If the request is ambiguous or overly broad, the District may contact you to clarify or revise the request.

Preferred Format

Please indicate how you would like to receive the records (availability is subject to reasonableness and existing record format):

- Electronic copies (PDF, email, flash drive, etc.)
- Inspect records in person
- Paper copies
- Same medium in which the record is kept
- Other (please specify): _____

Delivery Method

- Email
- U.S. Mail
- Pick-up at Central Office
- Other (if reasonably available): _____

Commercial Use Certification

Ohio law allows the District to limit the number of physical records delivered to ten (10) per month unless the requester certifies the records will not be used for commercial purposes. Ohio law also prohibits the release of student directory information for a profit-making plan or activity (i.e., commercial purpose).

Please check one:

- I certify that neither the public records nor the information contained in them will be used for commercial purposes.
- I do not certify that the records will be used for non-commercial purposes.

Acknowledgements

- Records containing confidential or exempt information (including student records and personally identifiable student information) will not be released.
- Any exempt information will be redacted in a plainly visible manner, and the requester will be notified of the redaction.
- Public records will be made available within a reasonable period of time.
- If copies or delivery are requested, fees may apply and may be required in advance.
- If a request is denied, the District will provide an explanation with legal authority, in writing if required or deemed necessary.

Requester Signature: Required only to confirm that student directory information will not be used for profit, or to limit physical copies of records

Signature: _____ Date: _____

Submission Instructions

Submit this form to:

Treasurer

Hillsdale Local School District

479 Township Road 1902

419-368-8231

ldeter@hillsdalelocalschools.org

Notice of Right to File a Complaint

An individual who believes the District has failed to promptly prepare public records or otherwise failed to respond may file a complaint using the required form provided by the Clerk of the Ohio Court of Claims. Upon receipt of the complaint, the District has three (3) business days to cure or otherwise address the alleged failure.