

In compliance with the Ohio Public Records Law, anyone may make a public record request. Public record requests may be made via e-mail, telephone, letter, or in person. Although not required, we recommend that you use our record request form to ensure we understand what information you are requesting and how we can reach you in the event we have questions or need clarification of an item. If copies are required, there is a charge of \$0.05 per page and must be paid in advance (fee is waived if less than \$3.00). Requests should be directed to the Treasurer, the records custodian for the district, at one of the following:

Address: 6091 Ayers Road, Albany, Ohio 45710

Telephone: (740) 698-8831 ext. 717

E-mail: [aschirm@alexanderschools.org](mailto:aschirm@alexanderschools.org)