

East Knox Local School District Public Records Request Form

Date of request: _____

Name (optional): _____

Address (required for mail): _____

City: _____ State: _____ Zip Code: _____

Phone (optional): _____ Email (optional): _____

What format would the requestor prefer the records produced in?

_____ Paper

_____ Electronic

How would the requestor prefer to receive the records?

_____ Email

_____ In person

_____ US Postal Service

Description of records:

Completed Form can be emailed to Jessi Busenburg, Records Custodian, at jbusenburg@ekschools.org, faxed to 740-599-5863, or delivered to 23201 Coshocton Road Howard, OH 43028. Any questions call 740-599-2502.