



**Lisbon Exempted Village School District**  
**Public Records Request:**

**Date Request Received:** \_\_\_\_\_

In person \_\_\_\_\_ Verbal \_\_\_\_\_ Written (date stamp) /E-Mail \_\_\_\_\_

**Name of Requestor:** \_\_\_\_\_

- Only if voluntarily provided

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

- Required for mailing of response

**Phone:** (Optional) \_\_\_\_\_

**E-Mail:** (Optional) \_\_\_\_\_

**Description of Records:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Desired Format:** (Paper, Electronic, Etc.) \_\_\_\_\_

**Method of Delivery:** (In person / e-mail / standard mail / electronic media)

\*\*\*Please forward this request to Vickie Browning-Prowitt, Treasurer\*\*\*