

Transparency FOIA Request example

From:
Name and address

Date:

To:
School District
Treasurer
Address

Subject: Public Records Request

Pursuant to the Ohio Open Records Law Section 149.43 et seq, I am requesting Copies of all documents pertaining to any and all curriculum, instructional manuals and/or instructional materials related to teaching Sexuality, gender, and identity, (add as many titles as you want here).

I would also request copies of all correspondence among and between your district administrators and your board of education members.

You may send me an e-copy of the requested materials. I would like to know if there are any costs associated with obtaining the requested document copies prior to you making the copies. If there are any fees, I would like to request a waiver of these fees.

If you expect a significant delay in responding to or fulfilling this request please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of the requested documents, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Your prompt reply is greatly appreciated.

Your name
E-mail Address
Phone Number