



**Conotton Valley Union Local School District**

21 Mound Street • P.O. Box 187  
Sherrodsville, OH 44675  
Phone (740) 269-2000 • Fax (740) 269-7901  
[www.cvul.org](http://www.cvul.org)

**REQUEST FOR PUBLIC RECORDS**

Date \_\_\_\_\_

Name of Requesting Party (Optional) \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip Code

Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What format would the requester like the records produced: Paper  Electronic PDF

How would the requester like to receive the records: Mail  In Person  Email

Email Address: \_\_\_\_\_

Signature of Requesting Party (Optional): \_\_\_\_\_

Request for Public Records should be mailed to Conotton Valley Union Local Schools, Attn: Public Records Custodian, 21 Mound Street, PO Box 187, Sherrodsville, Ohio 44675

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CVUL USE ONLY:

CHARGES:

\_\_\_\_\_ PAGES AT \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ PAGES AT \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Other \_\_\_\_\_ = \$ \_\_\_\_\_

Total Charge: \$ \_\_\_\_\_

Payment received by: \_\_\_\_\_

Public Records Custodian

Date