



Public Records Request Form

Ontario School District 8C

This form is to be used to make a public records request. Please be as specific as possible and include enough detail to assist Ontario School District in locating the record(s). Requests can be emailed to records custodian, Taryn Smith tsmith@ontario.k12.or.us or mailed to 195 SW 3rd Ave. Ontario, OR 97914, attention: Taryn Smith.

Name of Requesting Individual:	Date:
Firm or Trade Name:	
Phone Number:	Email Contact:
Address:	
Mailing Address (if different):	
Desired Method to Receive Information:	

Description of records requested:

Signature & Date

OSD Use Only
Date request received and notification of request received:
Notes: