

For School Use Only:

Tracking Number: \_\_\_\_\_

Date & Method of Acknowledgment of Receipt Provided: \_\_\_\_\_

## **PUBLIC RECORDS REQUEST FORM**

### **Promise Academy**

A member of the public may submit this form to the School's Records Custodian, or their designee, at 1701 East 13<sup>th</sup> Street, Cleveland, OH, 44114, Attn: D. Zeffren or d.zeffren@promise-academy.com or, if the request is made via telephone, the staff member who receives the phone call may complete this form and submit to Records Custodian, or their designee, for tracking purposes.

**Date request was received:** \_\_\_\_\_

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

**Address (required for mail):** \_\_\_\_\_

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

**Best contact information for questions or other follow-up:**

**Phone Number:** \_\_\_\_\_

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

**Requestor's Desired Format** (paper, electronic, etc.) \_\_\_\_\_

**Method of delivery** (in person, via email, standard mail, etc.) \_\_\_\_\_

**Description of records requested:** Please use the following space, and attach any additional paper if necessary, to sufficiently describe records being sought. Be as specific as possible to ensure promptness in completing your request.

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