



SPRINGBORO SCHOOLS

1685 S. Main St. Springboro, OH 45066 | 937.748.3960 | www.springboro.org

Open Records Act Requests

All requests for information under the Open Records Act Requests are handled through the district's Treasurer Department. All requests should be submitted in writing to: Terrah Stacy, Treasurer/CFO, Springboro Schools, and Scott Marshall, Communications Coordinator, 1685 S. Main St. Springboro, OH 45066; or by email to tstacy@springboro.org and smarshall@springboro.org

Springboro Schools is committed to transparency and providing records to the public. [Click here to read the district's policy on public records.](#)

Making an Open Records Act Request

All Open Records Act Requests should be in writing and should include the following information:

- Name
- Address
- Email address
- Telephone number
- Detailed description of the public record being sought
- Date of request
- Confirmation that the information will not be used for commercial solicitation

Costs and Timelines

Those seeking public records can be charged only the actual cost of making copies. The charge for paper copies is \$.10 per page. There is no charge for documents e-mailed.

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