#### 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 the District Communications Coordinator, 1685 S. Main St. Springboro, OH 45066; or by email to [tstacy@springboro.org](mailto:tstacy@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](https://www.springboro.org/Downloads/DistrictPolicy_PublicRecords.pdf?v=0).  
  
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.