



VERMILION LOCAL SCHOOL DISTRICT

Philip M. Pempin, Superintendent
Justin Klingshirn, Treasurer
James A. Balotta, Assistant Superintendent
Karen Blackburn, Pupil Services Director

Administration Offices
1250 Sanford Street
Vermilion, OH 44089
Phone: 440-204-1700
FAX: 440-204-1774

PUBLIC RECORDS REQUEST DOCUMENTATION

Date in-person, verbal, written or email request was received: _____

Requester Information (only if voluntarily provided; requests may be made anonymously):

Name: _____

Address: _____

City / State / Zip: _____

Phone (optional): _____

Email (optional): _____

Description of records requested: _____

Desired format (paper, electronic, etc.): _____

Method of delivery:

_____ In-Person

_____ Email

_____ Standard Mail

_____ Electronic media

_____ Other (describe): _____