



**GROVEPORT
MADISON**
SCHOOLS

Groveport Madison Schools Public Records Requests

How to Submit a Public Records Request

Anyone may submit a public record request – including non-Ohio residents. You may make your request by phone, in person, or in an email or letter; however, it's recommended that requests be made in writing. Making your request in writing helps to ensure there is no misunderstanding regarding what's being requested. Please be as clear and specific about the records that you are requesting as possible.

Requests should be directed to either the District's Treasurer or to the District's Communications Director.

Groveport Madison Schools
Office of the Treasurer
4400 Marketing Place, Suite B
Groveport, OH 43125
614-492-2520

Groveport Madison Schools
Communications Office
4400 Marketing Place, Suite B
Groveport, OH 43125
614-916-1163

While not required, we respectfully request the following information be provided:

- Individual's or organization's name
- Telephone number or email address (in the event of questions)
- How you would prefer records be provided to you (electronically or by mail)

Should you have questions or if we can be of assistance in any way, please call our Communications Office at 614-916-1163.