

Licking Valley Local School District

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**All Public Records Requests should be directed VIA EMAIL to
Director of Information Services, Mike Kelley**

E-Mail: kelleym@lickingvalley.k12.oh.us

Requests should include the following information:

- Name
- Address (If US Mail delivery is being requested for the records)
- Phone Number
- E-Mail Address
- Description of Records

Please Note: If hard copies are requested, the requester will be assessed the cost per page to duplicate the record.