

Requestor Name
Requestor Address
Cincinnati, Ohio 45XX

June XX,2021

Public Records Officer
XXXXXXXX School District
School District Address
School District City State and Zipcode

VIA EMAIL: **School District Address** (if available)

Re: Public Records Request

To whom this may concern:

I am writing to request certain public records pursuant to the provisions of Ohio Revised Code §149 et, seq. Specifically, I am requesting copies of the following responsive documents which document elements of the curriculum adopted by your school district which include:

1. Curriculum or curricular components which make reference to:
 - a. The issue of the New York Times Magazine which appeared on August 14, 2019
 - b. Individual essays or excerpts of works contained within the New York Times Magazine dated August 14, 2019.
 - c. The Pulitzer Center's 1619 Project or the 1619 Project Education Network
2. Curriculum or curricular components which reference the works of:
 - a. Nikole Hannah-Jones
 - b. Angela Davis
 - c. Ta-Nehisi Coates
 - d. Howard Zin
 - e. Ibram X. Kendi
 - f. Trymaine Lee
 - g. Khalil Gibran Muhammad
 - h. A. Van Jordan
 - i. Jamelle Bouie

If the records responsive to my request exist electronically, I would ask that those records be reproduced in the format in which they are stored. If it is necessary to reproduce those records

responsive to my request by creating paper copies, I would ask you to contact me if the cost of reproduction is anticipated to exceed \$20 so that I might narrow my request or, arrange to review the documents in person, so as to reduce the burden of reproduction.

Thank you for your attention to this email. If there is any need for additional information or clarification, please do not hesitate to contact me.

Sincerely,

Any Citizen