



Public Records Request:

Date of Request:

Name of Requester (optional):

Address (required for mail):

City:

State:

Zip:

Phone (optional):

Email (optional):

Description of Records:

Desired Format (Paper, Electronic, Etc.):

Method of Delivery (in person or via email, standard mail, electronic media, etc.):

All records requests are processed by the Office of General Counsel. Submit your completed form via email to generalcounsel@wright.edu for the most efficient response. Requests may also be submitted by mail or in-person at Wright State University, Attn: Office of General Counsel, 280 University Hall, 3640 Colonel Glenn Highway, Dayton, Ohio 45435.