Idaho Code § 74-103 and District Policy No. 276 provide the public with the opportunity to review or copy public documents. In order to best serve the public and expeditiously process a request for public records, all requests to examine or copy public records MUST BE MADE IN WRITING. All applicable fees may be required prior to receipt of record(s). The request for public records will be acknowledged and granted or denied within three (3) business days. If additional time is needed to locate or retrieve the public records, they will be provided within ten (10) business days. Business days are Monday – Friday, 8:00 a.m. to 4:30 p.m., following the School District calendar. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day. Note: Records provided pursuant to a public record request are not warranted as to completeness or accuracy. The information provided represents the disclosable information available under Idaho Code, Title 74, Chapter 1 and District Policy No. 276. Additional records may present a more accurate representation of a given situation.

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Name:_____
First Name Last Name

Company (*if applicable)*:_____

Address:_____
Street City State Zip

Telephone: (_____) _____ - _____ Facsimile: (_____) _____ - _____

Signature:_____ Email:_____

Public Records Request:

_____

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Legal Department Review:

_____
[Name] Date

_____
[Name] Date

_____
[Name] Date

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Request Completed By:_____

Completion Date:_____

Requestor Contacted: _____

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