

**West Bonner County School District**

**COMMUNITY RELATIONS**

**4130F**

District Record Request Form

**RECORD REQUEST FORM**

To Be Completed By Requester:

\_\_\_\_\_  
Requester's Name

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Requester's Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Requester's Telephone Number

Record(s) Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To Be Completed By District Personnel:

Date Request Received in District Office: \_\_\_\_\_

10-Day Extension Requested. Document(s)/Item(s) Due: \_\_\_\_\_

Record Requested Granted. Date Mailed to Requester: \_\_\_\_\_

Record Request Partially Denied. Date Letter Mailed to Requester: \_\_\_\_\_

Record Request Denied. Date Letter Mailed to Patron: \_\_\_\_\_

District Personnel Comments/Notes: \_\_\_\_\_

\_\_\_\_\_

Cross Reference: 1530      Records Available to Public

Legal Reference: Title 9, Chapter 3 Public Records  
I.C. 9-339      Response to Request for Examination of Public Records

Policy History:

Adopted on: March 12, 2008

Revised on: