

Kuna Jt. School District #3

Date of Request

Request for Public Records or Information

I request to examine the following records:

I request to copy the following records:

Mailing Address:

Name (please print)

Address

City

State

Zip

(_____)
Phone

/ (_____)
Cell Phone

.....

Date Received

Public Agent

Date Records Were Delivered

Public Agent

As outlined in Sections §9-338 and §9-339, Idaho Code, this Public Agency shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. If it is determined that a longer period of time is needed to locate or retrieve the public records, this public agency shall so notify in writing the person requesting to examine or copy the records and shall provide the public records to the person no later than ten (10) working days following the person's request.

*** Kuna School District will charge \$.05 per page for copies requested to be removed from the building.

Payment received for _____ copies

Amount Received

Receipt Number