



# Idaho State Board of Education

## PUBLIC RECORD REQUEST FORM

Please provide a description of records requested and any additional information which may assist us to provide you with the records that you are interested in receiving. There may be a charge for copies if over 100 pages or a charge if records require redaction to remove information exempt from disclosure under the Idaho Public Record Law.

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Your contact information:

Name: \_\_\_\_\_

Street Address, City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Within 3 business days of receipt of your written public record request, the Office of the Idaho State Board of Education will either:

1. Provide the information requested.
2. Acknowledge receipt of your request and indicate that a longer period of time is needed to locate or retrieve the records, but provide them to you no later than ten (10) working days following your request. **If the request comes from outside of Idaho, state law allows up to 21 working days to provide responsive documents following your request.**
3. Deny your request

Please return this form to:

Mike Keckler, Communications Officer  
 Office of the State Board of Education  
 P.O. Box 83720  
 Boise, Idaho 83720-0037  
 Phone: 208-332-1591 Fax: 208-334-2632  
[Mike.Keckler@osbe.idaho.gov](mailto:Mike.Keckler@osbe.idaho.gov)

- [Idaho Public Record Law: Idaho Code, Sections, 74-101 through 74-126](#)
- [Idaho Attorney General Idaho Public Records Law Manual: https://www.ag.idaho.gov/content/uploads/2018/04/PublicRecordsLaw.pdf](https://www.ag.idaho.gov/content/uploads/2018/04/PublicRecordsLaw.pdf)