



PUBLIC RECORDS REQUEST FORM

Describe the records you are requesting. Include any information such as dates, names, or events that could assist the Board to determine whether it has records responsive to your request.

Provide your contact information as required by Idaho Code § 74-102(4):

Your full name: _____

Mailing address: _____

City, State and Zip Code: _____

Telephone number: _____

Email address: _____

Submission of this form is the undersigned's confirmation and agreement that I will not use any public records received to create a mailing list or telephone list; that the Board may require me to pay reasonable fees for the records as set forth in Idaho Code § 74-102; and that the Board may contact me to clarify the request, to provide a fee estimate, and to make arrangements regarding examination or delivery of any responsive records.

Please check one:

☐ I am a resident of the State of Idaho as defined in Idaho Code § 74-101(15).

☐ I am not a resident of Idaho.

I declare under penalty of perjury under the laws of the State of Idaho that the foregoing is true and correct.

Date: _____

Signature of requesting person: _____

Please return the completed, signed, and dated first page of this form to:

Custodian of Records
Office of the State Board of Education
P.O. Box 83702
Boise, Idaho 83720-0037
Phone: 208-332-1582
publicrecordsrequests@edu.idaho.gov

For helpful information about public records requests in Idaho, including response times, fees, and what records are exempted or must be redacted, please review Idaho's Public Records Act, Title 74 of the Idaho Code, which can be accessed online at:

<https://legislature.idaho.gov/statutesrules/idstat/title74/t74ch1/>