



# Idaho State Board of Education

## REQUEST FOR PUBLIC RECORDS FORM

PLEASE COMPLETE THE SECTION BELOW

I HEREBY REQUEST, PURSUANT TO the Idaho Public Records Law,  
Idaho Code, Title 74, Chapter 1, to examine or copy the following public records:

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Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

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

Within 3 business days, the Office of the Idaho State Board of Education will:

1. Provide the information requested; or
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; or
3. Deny your request as allowed under the Public Records Law.

Return this form to: Mike Keckler, Communications Officer

[mike.keckler@osbe.idaho.gov](mailto:mike.keckler@osbe.idaho.gov)

Office of the State Board of Education

P.O. Box 83720

Boise, Idaho 83720-0037

Phone: 208-332-1591 Fax: 208-334-2632