



MOUNTAIN HOME SCHOOL DISTRICT 193
470 North 3rd East P.O. Box 1390 Mountain Home, Idaho 83647-1390

James G. Gilbert, Superintendent
(208) 587-2580
FAX (208) 587-9896
www.mtnhomesd.org

[Date]

[Name]

[Company]

[Address]

[City, State Zip Code]

RE: Request for Public Records Dated _____

Dear _____:

Your request for public records dated _____ for _____ [*summarize request*] was received on _____, 20___. The _____ School District is unable to process your request within the statutory three (3) working days. A longer period of time is required to locate, retrieve, review, and/or duplicate the records. Your patience in this matter is appreciated. We will respond to your request in writing within 10 working days.

Sincerely,

[Name]

[Title]

APPROVED: April 19, 2016