



MOUNTAIN HOME SCHOOL DISTRICT 193

470 North 3rd East Mountain Home, Idaho 83647-1390

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

Request for Public Information

(Idaho Code 74-102/103)

Idaho Code § 74-103 and District Policy No. 276 provide the public with the opportunity to review or copy public documents. In order to best serve the public and expeditiously process a request for public records, all requests to examine or copy public records **MUST BE MADE IN WRITING**. All applicable fees may be required prior to receipt of record(s). The request for public records will be acknowledged and granted or denied within three (3) business days. If additional time is needed to locate or retrieve the public records, they will be provided within ten (10) business days. Business days are Monday – Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 4:00 p.m., following the School District calendar. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day. Note: Records provided pursuant to a public record request are not warranted as to completeness or accuracy. The information provided represents the disclosable information available under Idaho Code, Title 74, Chapter 1, and District Policy No. 276. Additional records may present a more accurate representation of a given situation.

Date of Request: _____

Name: _____

Company (if applicable): _____

Phone number: _____ Fax number: _____

Preferred Method of Response: Will pick up Mail Fax Email

E-Mail address: _____

Mailing Address: _____
Street City State Zip

Specific Information Requested: _____

Printed or signed name of requestor: _____

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