



Dr. Glen Croft	Superintendent
Marci Holcomb	Asst. Superintendent/PA Principal
Tanya Ford	Business Director
Angela Fletcher	Payroll/Benefits Mgr./Board Clerk
Shelby McNeal	Executive Assistant/Registrar
Hannah Bush	Receptionist/Bus. Mgr. Sec.

**PUBLIC RECORDS REQUEST**  
 Idaho Public records act – Idaho Code SS 74-101 to 74-126 allows three (3) working days to fill this request.

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Format (if available) for requested information: \_\_\_\_\_ Paper \_\_\_\_\_ Acrobat (pdf)  
 \_\_\_\_\_ CD \_\_\_\_\_ Excel File \_\_\_\_\_ Word

**DESCRIPTION OF INFORMATION REQUESTED**

\_\_\_\_\_  
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 \_\_\_\_\_  
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**SIGNATURE OF REQUESTOR** \_\_\_\_\_

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**RESULTS/FINDINGS (office use only)**

\_\_\_\_\_  
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Documents: Copied \_\_\_\_\_ Faxed \_\_\_\_\_ E-mailed \_\_\_\_\_ # of pages \_\_\_\_\_ Cost of copies \_\_\_\_\_

Time required to complete request \_\_\_\_\_ Date Finished \_\_\_\_\_ Staff Providing Information \_\_\_\_\_