



Jefferson Joint School District #251

Every Student Can Learn and Succeed

3850 E 300 N

Rigby, ID 83442

(208) 745-6693 / (208) 745-0848 (fax)

RECORDS REQUEST FORM

To be Completed by Requester:

Requester's Name

Date of Request

Requester's Mailing Address

City, State, Zip Code

Requester's Telephone Number

Requester's E-mail Address

Record(s) Requested: _____

To be Completed by District Personnel:

Date Request Received in District Office: _____

10-Day Extension Requested. Document(s) Item(s) Due: _____

Record Request Granted. Date Mailed to Requester: _____

Record Request Partially Denied. Date Letter Mailed to Patron: _____

Record Request Denied. Date Letter Mailed to Patron: _____

District Personnel Comments/Notes: _____
