



School District of Flambeau

Open Public Records Act Request Form

PO Box 86, N4540 County Road I, Tony, WI 54563

Phone: (715) 532-3183 | Fax: (715) 532-5405

Form may be submitted via email to the Administrative Assistant

Requestor Information - Please Print

First Name _____ MI _____ Last Name _____

Email Address _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Preferred Delivery: Email _____ Pick Up _____ US Mail _____ Fax _____

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Office Use Only

Received:

Date _____ Time _____ Initials _____

Records Sent:

Date _____ Time _____ Method _____ Initials _____