



# 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

<b>Received:</b>			
Date _____	Time _____	Initials _____	
<b>Records Sent:</b>			
Date _____	Time _____	Method _____	Initials _____