

**Nampa School District No. 131
THE BOARD OF TRUSTEES**

1530F

District Record Request Form

Per [Policy 1530](#), there is no charge for the first 100 pages of records or the first two hours of labor in responding to a public records request. Return this form to the Nampa School District at 619 S. Canyon St., Nampa, ID 83686, or email it to publicrecords@nsd131.org.

RECORD 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 Email 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 Requested Granted. Date Mailed to Requester: _____

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

Record Request Denied. Date Letter Mailed to Patron: _____

District Personnel Comments/Notes: _____

Itemized Statement of Fees:

Per page cost for copies \$_____

Hourly rate of employees \$_____

Hourly rate of attorneys \$_____

Actual time spent responding to request: _____

Estimated Fees \$_____ Collected Fees \$_____ Returned Fees \$_____