

**Wendell School District #232**

[Date]

[Name]

[Company]

[Address]

[City, State, Zip Code]

**Re: Request for Public Records Dated\_\_\_\_\_**

Dear\_\_\_\_\_:

Your request for public records dated \_\_\_\_\_for \_\_\_\_\_[*summarize request*]  
was received on \_\_\_\_\_, 20\_\_\_\_. The following information applies to your request for  
public records:

- ☐The documents you requested are attached.
- ☐ Your request for documents is denied.
- ☐ Your request for documents is granted in part and denied in part.

In the event your record request is denied or partially denied, the reason for such denial is  
because:

- ☐ Public and non-public information is contained in the same document and the non-public  
information has been redacted.
- ☐ The information requested is exempt from disclosure pursuant to Idaho Code§ 74-\_\_\_\_\_.

In reviewing your request for public records:

- ☐ Your request for information under the Idaho Public Records law and this response has  
been reviewed by our legal counsel.
- ☐ The school district has had an opportunity to consult with an attorney regarding your  
request for examination or copying of a record and has chosen not to do so.

If you believe you were denied the right to receive copies of certain public records, your sole  
remedy is to institute a proceeding in the district court of the county where the records are  
located in conformance with the provisions of Idaho Code§ 74-115. Your petition must be filed  
within one hundred and eighty (180) calendar days of the mailing of this notice.

Sincerely,

[Name]

[Title]

**Note:** It is highly recommended that legal counsel be consulted in those instances where a public record request may be denied in full or in part.

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