

PUBLIC RECORDS REQUEST

Cassia Joint School District #151
3650 Overland Ave.
Burley, ID 83318

Per Idaho Code 74-103 the District will respond to your completed request within (3) three working days of the date of receipt and will provide the records to you no later than (10) working days from the date of receipt.

Individual or Business Requesting the information

Company Name:

Individual Name:

Phone Number:

Address:

City:

State:

Postal Code:

Date Range of Information Requested:

Detailed Description of information requested. (Please be specific)

Where to send requested information:

Note: In conformance with Idaho Code 74-102 requests requiring hard copies of more than 100 pages will be billed at \$.05/page. Requests requiring more than two hours of labor will be billed at the hourly rate of our lowest paid clerical staff and must be pre-paid before the request can be completed.