



# **MOUNTAIN HOME SCHOOL DISTRICT 193**

470 North 3<sup>rd</sup> East Mountain Home, Idaho 83647-1390

James G. Gilbert, Superintendent  
(208) 587-2580  
FAX (208) 587-9896  
[www.mtnhomesd.org](http://www.mtnhomesd.org)

[Date]

[Name]

[Company]

[Address]

[City], [State] [Zip]

**RE: Request for Public Records – Form 2 [Reason for Request]**

Dear [Name/Company]:

Your request for public records dated \_\_\_\_\_, for \_\_\_\_\_  
\_\_\_\_\_ was received on \_\_\_\_\_. The following information applies to your  
request for public records:

- The documents you requested are attached/included. [Title of Policy if requested]
- 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-\_\_\_\_\_.
- No requested documentation exists. No tracking exists. No lists exist. District Policy may be included with this response.

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,

Sharon M. Whitman

Superintendent Administrative Assistant, Clerk, Board of Trustees