



Parma School District #137

Striving for Excellence

Stoney Winston
Superintendent

District Office

805 E. McConnell Ave. - Parma, ID 83660
(208) 779-4069 - (208) 779-4080 FAX

[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 _____ School District is unable to process your request within the statutory three (3) working days. A longer period of time is required to locate, retrieve, review, and/or duplicate the records. Your patience in this matter is appreciated. We will respond to your request in writing within 10 working days.

Sincerely,

[Name]

[Title]