



## NOTICE TO PUBLIC REQUEST FOR DISTRICT RECORDS

The School District of Webster provides public educational services to pupils in grade levels Early Childhood – Grade 12 who reside in the Village of Webster, or in Burnett County Townships of Blaine, Jackson, Lincoln, Meenon, Oakland, Sand Lake, Scott, Swiss, Union, Webb Lake or in Douglas County Township of Dairilyland.

Requests for District records may be made orally or in writing, although the District may require certain requests to be submitted in writing. District records that are subject to inspection may be viewed or copies may be obtained. Requestors will be charged \$.25 per page for requests of more than five copies and/or the actual, necessary and direct cost of other forms of duplication.

The District may require prepayment if the total cost of duplication for any records request exceeds \$5 and may impose a fee on requestors for locating a record/records (not to exceed the actual, necessary and direct cost of location) if location costs are \$50 or more. Other fees may be charged to the requestor to the extent permitted under s. 19.35(3), Stats.

Please take notice that requests for District records can be submitted to the following legal custodian of District Records, District Administrator.

Requests for records can be made between the office's regular business hours of 8:00 a.m. and 4:00 p.m., and should be made at the Administration Office, 26428 Lakeland Avenue S, P.O. Box 9, Webster, WI 54893.

Questions concerning this policy should be directed to the District Administrator's office.

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**Board of Directors**

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