

Wyoming Connections Academy

1902 17<sup>th</sup> Street, Suite B Cody, WY 82414 Phone: 307-587-5028 Shannon Siebert, Principal ssiebert@wyca.connectionsacademy.org

## **Public Records Request Form**

Complete and submit this form by email to the address shown above to request public records from Wyoming Connections Academy. If you require an alternative method to requesting public records, please contact the school. After receiving your request, we will contact you within the legally mandated time frame or no more than five (5) days after receiving the request, to confirm receipt of your request, advise you whether the records are available for public inspection and, if so, when, and let you know as permitted by law if the School will be charging and how much the requested records will cost if you desire that copies be made. All payment must be submitted by mail using a check payable to "Wyoming Connections Academy." Please write "Records Request" in the Notes line of your check.

Last Name F		First Name	Middle Name	Organization (optional)
Street Address		City		State ZIP Code
Home Phone	Work Phone	Mobile Phone	Email Address	
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For Office Use Only (Attach a copy of the check to this form.)							
Date Request Received	Date Request Reviewed	Date Payment Received	Date Records Mailed	Reviewer's Name Notes:			
Number of Request Types	Number of Photocopies	Total Cost of Request		ivoics.			