

SCHOOL DISTRICT OF PRESCOTT  
PRESCOTT, WI 54021

**PUBLIC RECORDS  
NOTICE TO THE PUBLIC**

Public notice is hereby given that public records may be requested from the School District of Prescott, WI in accordance with Board policy 8310 – Public Records. Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform the requester of the District's decision to deny the request. The District may also impose fees upon the requester. All records requests should be submitted in writing to the office of the District Administrator by email or in person during regular office hours 8:00 am – 4:30 pm at the District Office located at 1220 Saint Croix Street Prescott, WI 54021.

Local Public Office Holders at the School District of Prescott include School Board Members, the District Administrator, the Director of Teaching and Learning, the Director of Special Education and Pupil Services, Activities Director and site Principals/Assistant Principal.