



NOTICE REQUIRED BY WISCONSIN'S PUBLIC RECORDS LAW

This notice is provided by the Winneconne Community School District, pursuant to Wisconsin's Public Records Law, Wis. Stat. § 19.34(1). The purpose of this notice is to provide guidance to the public regarding the procedures for requesting access to and obtaining copies of public records from the Winneconne Community School District.

Description of the District

The Winneconne Community School District is a public school district located in Winneconne, Wisconsin. The district serves students in grades 4K-12 and is governed by a seven-member Board of Education.

District Records Custodian

Dr. Margaret 'Peggy' Larson

District Administrator

larsonm@w-csd.org

PO Box 5000

Winneconne, WI 54986

All requests to inspect or copy records shall be made to the records custodian and may be made orally or in writing. Upon location of the records, records will be available for inspection and copying during regular office hours, which are from 8:00 am until 4:00 PM, Monday through Friday, excluding holidays and other such exceptions as may be established in connection with the school calendar. The Winneconne Community School District's office is located at 400 N 9th Avenue, Winneconne, Wisconsin. The District may charge the requester a fee for the actual, necessary and direct cost of reproduction and transcription of records, and in some instances, there may be additional fees for the location of records and mailing and shipping. The District's policy regarding public records as well as the fee schedule for obtaining records, can be found in [po8310](#).

Local Public Offices

The Winneconne Community School District considers the following positions to be "local public offices" under Wisconsin's Public Records Law: Wis. Stat. § 19.32(1dm)

- School Board Members
- School Board Officers
- District Administrator
- Legal Counsel
- Director of Business Services
- Director of Learning
- Director of Facilities
- Director of Technology
- Director of Pupil Services
- Director of Food Services
- Building Principals
- Building Assistant Principals
- Athletic Director
- HR Specialist

Local public office holders are entitled to prior notice that the school district is releasing public records pertaining to them and that they may augment the records before release, pursuant to Wis. Stat. § 19.356(9).

The Winneconne Community School District encourages members of the public to review this notice carefully and to direct any questions or requests for public records to the District Administrator at the Winneconne Community School District office. The Winneconne Community School District also reminds members of the public that they may appeal any denial of a public records request to the Wisconsin Department of Justice.