



# Spooner Area School District

801 County Highway A • Spooner, WI 54801 • 715-635-2171 • [www.spooner.k12.wi.us](http://www.spooner.k12.wi.us)

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## Public Records Notice

### About the District

The Spooner Area School District is a public educational institution serving students in grades Pre-K through 12 across multiple schools in the City of Spooner. As a government entity, the District is subject to the **Wisconsin Public Records Law (Wis. Stat. §§ 19.31–19.39)**, which provides public access to records maintained by public agencies.

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### Records Custodian

All public records requests should be directed to the official custodian:

<b>Human Resources/Payroll Specialist</b>	<b>or</b>	<b>Superintendent of Schools</b>
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Email: [riewestahlk@spooner.k12.wi.us](mailto:riewestahlk@spooner.k12.wi.us)

Phone: 715-635-2171 ext 4001

Email: [bankerm@spooner.k12.wi.us](mailto:bankerm@spooner.k12.wi.us)

Phone: 715-635-2171 ext 4004

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### How to Request Public Records

Records may be requested **via any of the following methods**:

- **In person:** During regular business hours at the District Office
- **By mail:**  
Attn: Public Records Request  
Spooner Area School District  
801 County Highway A Spooner, WI 54801
- **By phone:** (715) 635-2171
- **By email:** [riewestahlk@spooner.k12.wi.us](mailto:riewestahlk@spooner.k12.wi.us) or [bankerm@spooner.k12.wi.us](mailto:bankerm@spooner.k12.wi.us) (preferred method)

Requests **do not need to be in writing** and requesters are **not required to identify themselves**, though doing so may assist in locating records more efficiently.



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## Accessing Records

Members of the public may inspect or request copies of public records **Monday through Friday, 8:00 AM to 4:30 PM**, excluding legal holidays, at the following location:

### District Office

Spooner Area School District  
801 County Highway A  
Spooner, WI 54801

Please **contact the records custodian in advance** to ensure record availability and to facilitate your request.

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## Fees & Charges

The District may charge fees as permitted under state law:

- **Postage:** Actual cost if mailed
  - **Location fee:** If staff time to locate records exceeds \$50
  - **Prepayment:** May be required for total costs over \$5.00
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## Legal Reference

This notice is provided in compliance with Wisconsin Statutes §§ 19.31–19.39, ensuring the public's right to inspect and copy records maintained by public authorities

For more information, review Board Policy [8310 Public Record](#)