

NOTICE TO THE PUBLIC

The School District of West Salem is a Wisconsin common school district. The District is managed by a board consisting of seven members (a president, a vice president, clerk, a treasurer, and three directors.

The Board of Education has designated the district administrator as the legal custodian of the public records and property of the School District of West Salem.

Local public office holders are the superintendent, School Board Members, Business Administrator, Pupil Services Administrator, principals, associate and/or assistant principals, Athletic Director, Director of Building and Grounds, Director of Transportation, Food Services Director, and the Director of Human Resources.

The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the School District of West Salem at the following place and times:

Place Administration Office
 405 East Hamlin St.
 West Salem, WI 54669

Time 8 a.m. to 3 p.m., Monday through Friday except
 holidays

The district is authorized by law to impose a fee on the requester that does not exceed the actual, necessary and direct cost of reproduction and transcription of a record, unless a fee is otherwise specifically established by law. A list of such fees is available at the Administration Office of the School District of West Salem, Wisconsin.

APPROVED IN PART: October 1990

REVISED: January 9, 1996, September 22, 2008