

## Public Records Notice

**About the District** - The Cameron School District is a public educational institution serving students in grades Pre-K through 12 across multiple schools in the Village of Cameron. 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.

**Records Custodian** - All public records requests should be directed to the official custodian:

**Sherri Lentz**  
**Human Resources Secretary**  
Email: [slentz@cameron.k12.wi.us](mailto:slentz@cameron.k12.wi.us)  
Phone: (715) 458-5602

**Local Public Office Holders** – Local Public Office holders within the School District of Cameron include School Board Members, the District Administrator, the building Principals, the Facilities Director, the Athletic Director and the Director of Special Education.

**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  
Cameron School District  
700 S. First Street, Cameron, WI 54822
- **By phone:** (715) 458-4560
- **By email:** [jleschisin@cameron.k12.wi.us](mailto:jleschisin@cameron.k12.wi.us)

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.

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

**District Office**  
Cameron School District  
700 S. First Street, Cameron, WI 548822

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

**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

**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](#)