

MITCHELL SCHOOL DISTRICT NO. 17-2



Superintendent of Schools

800 W. Tenth Ave.

Mitchell, SD 57301

Phone (605) 995-3010 – Fax (605) 995-3089

E-mail: Joseph.Graves@k12.sd.us

As an agency of local government under our republican form of government, the Mitchell School District strives to attain full transparency in its operations. Therefore, the District places a great deal of information directly on its website for the ease of review by district patrons and others. Nevertheless, there will arise occasions when our constituents are unable to find the information they are looking for at that location. In those cases, district patrons and other interested parties can make a public records request. Such requests should include a statement of the record they wish to receive in as much detail as possible and send it to:

The Office of the Superintendent
800 W. Tenth Avenue
Mitchell, SD 57301

Alternatively, they may make this same request by e-mail to joseph.graves@k12.sd.us. Requests by telephone (605.995.3010) or personal visit will also be happily honored.

Those requesting public records requests should understand that they may be charged up to 10 cents per page for hard copies of records. Large requests may also incur a nominal handling fee. All fees will be explained to the requestor at the time the request is made. Depending upon the size of the requests, response times will vary from immediate to up to 1 week, the latter when the requests are particularly large.