REQUEST FOR PUBLIC RECORDS

Contact: Public Records Officer Kathy Miyauchi
Personnel Services
565 N.W. Holly Street
Issaquah, WA 98027-2899
425-837-7060

DATE: _____ **PHONE: (_____) _____-_____**

NAME OF REQUESTING PARTY: _____

ADDRESS: _____
STREET **CITY/STATE** **ZIP**

I am requesting the following existing documents:

1. _____
   _____
2. _____
   _____
3. _____
   _____

*I understand it is illegal for me to use any materials received as a result of this request for commercial purposes, (RCW 42.17.260 {7}). By signing this request, I agree **not to use** any documents or lists received as a result of this request for commercial purposes and further agree **not to give, sell, or provide access** to such documents to any other person who intends to use them for commercial purposes. I also understand that my request does not require the District to create documents that do not exist.*

The District Records Officer shall impose a reasonable charge for providing copies of public records and for the use by any person of school district equipment to copy public records, which charges shall not exceed the amount necessary to cover the costs incidental to providing such materials. **The current charge is $0.15 per copy.**

_____ _____
DATE **SIGNATURE OF REQUESTING PARTY**

For Office Use Only

Date received: _____ **Assigned to:** _____

Date:	**Action:**
_____	_____
_____	_____
_____	_____
_____	_____

Date Completed: _____