

REQUEST FOR PUBLIC RECORDS

Name of Requestor		Date
Representing (if applicable)	Email Address	Phone
Street Address	City	State/Zip Code

I am requesting the following existing records:

Please be specific in defining the records you are requesting (ie; date range, topic, person). Attach additional pages if necessary.

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.

Date

Signature of Requesting Party

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.