



Public Records Request Form

It is the policy of Clover Park School District to make available for inspection and/or copying all district records falling within the classification of public records as defined by laws, except those which are exempted from such disclosure subject to the procedures, limitations and qualifications set forth in the laws and/or school district regulations.

Public records may be requested by completing and submitting this form, requested through email, or in person.

Requestor Information

Name: _____
Company/
Organization: _____
Email address: _____
Mailing address: _____
Preferred
Phone: _____
FAX number: _____

Description of the document(s)/record(s) you are requesting

Provide a description of the public records you are requesting that is sufficiently specific for the district to identify and locate the records. (Use additional pages if necessary.)

Records Delivery Options and Fee Schedule

Select one option to receive the records:

- INSPECT ONLY** There is no cost to inspect records.
- PAPER** Photocopies or printed copies (standard letter-size black and white photocopies) 15 cents per page.
- EMAIL** Records less than 20 MB in file size may be sent via email. Cost is ten cents per page to scan records into electronic format.

Full payment is required before providing the records.

Date submitted

Note: Clover Park School District is not authorized to provide public records consisting of a list of individuals for commercial use (RCW 42.56(9)).

