



Tukwila School District
4640 S. 144th St
Tukwila, WA 98168
206-901-8000 or 206-901-8016 Fax

Request for Public Records

Do not use this form to request student records.

Name:
Firm/Organization:
Address:
City: State: ZIP:
Telephone Number: Cell Number:
E-mail:

Identify in detail the records/documents that you are requesting: (Please be specific about the records you wish to see. If you do not know the name of the records, make your request in the form of a question)

Request to inspect or review records

Request to obtain copies of records (.15 per page)

Certain information is exempt from disclosure; refer to RCW 42.56 for information on state law regarding public records and certain records which are exempt from public disclosure.

I understand that Washington State law limits certain uses, including but not limited to RCW 42.17A.555, prohibiting using list of persons to promote election of persons or for promotion or opposition of ballot measures and prohibiting using lists of individuals for commercial purposes. By submitting this form, I hereby declare under penalty of perjury, under the laws of the State of Washington that the requested records shall not be used in violation of state law.

Printed Name: Date

Signature:

Official Use Only

Date received: Request to be mailed:

Response Deadline: Requested Pick-up Date:

Employee competing request:

Employee Signature: