

EPHRATA SCHOOL DISTRICT 165

Policy/Procedure 4040

REQUEST FOR PUBLIC RECORD

DATE			
NAME			
FIRM/ORGANIZATION			
ADDRESS-STREET	CITY	STATE	ZIP
TELEPHONE NUMBER <small>(Business, Home, etc.)</small>	EMAIL		
IDENTIFY IN DETAIL THE RECORDS/DOCUMENTS THAT YOU ARE REQUESTING: (Use additional pages if necessary)			
INTENDED USE OF REQUESTED DOCUMENTS IF LISTS OF INDIVIDUALS ARE TO BE INCLUDED.			

MAIL/FAX/EMAIL YOUR REQUEST TO:	
Ephrata School District	PHONE NUMBER 509.754.2474
Attn: Public Records Officer	FAX NUMBER 509.754.4712
111 4 th AVE NW	email: cwulf@ephrataschools.org
Ephrata, WA 98823	



Superintendent/Public Records Coordinator

Date

PLEASE NOTE:

Records containing 40 pages or more will be calculated on the actual cost of production.

If the volume of records exceeds the minimum number of pages, it is the policy of the School District to receive all costs associated with a public disclosure request prior to providing the documents.

We calculate the actual copying costs based on the following charges and notify you of the total after the requested records are identified.

Copying Fees:

\$0.15 each	letter and legal sized documents (Per Policy 4040)
\$0.50 each	11 x 17 size documents
At Cost	postage charges for mailing of requested materials
At Cost	40 pages or more