



Public Records Request

This form may be used to request North Clackamas School District public records. This form is not required. Please see [Public Records Request Process website](#) for additional information, including information on timelines and any costs. The Public Records Officer will acknowledge your request within five business days of receiving it.

Please note: for student education records, please contact the last school attended. A directory of schools can be found under "Schools" on the [District's main webpage](#). For personnel records, please contact Human Resources at (503) 363-6000.

Requestor Name: _____

Organization (optional): _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Detailed description of the request, to include, as applicable, the type of document, date, author, title, solicitation/contract number, etc.:

Select method of delivery to you:

- Inspect the records in person
- Email the records to the above email address
- Paper copies mailed to the above address

You may submit this request in any of the following ways:

- Email: publicrecords@nclack.k12.or.us
- Postal mail: North Clackamas School District
Public Records Officer
12400 SE Freeman Way
Milwaukie, OR 97222
- In person: At the above address