



# Snoqualmie Valley

## Public Schools

8001 Silva Ave. SE, PO Box 400, Snoqualmie, WA 98065 ♦ Ph: 425-831-8000 ♦ Fax: 425-831-8040 ♦ www.svsd410.org

### Public Records Request Form

Date/Time of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Per RCW 42.56 and Snoqualmie Valley School District No. 410 Policy No. 4040 and Procedure No. 4040P, I request the following records (Please provide a detailed description of the information and/or records requested):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I prefer to inspect the documents.

I prefer to receive copies of the documents. (Fees for record production can be found in the District's procedure 4040P.)

The undersigned declares as follows:

1. I have requested access to and/or copies of district records.
2. I hereby declare that if lists of individuals are provided to me to fulfill my request, that such lists will neither be used for commercial purposes nor provided to others for commercial purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For District Use Only:**

Date Received \_\_\_\_\_ Personnel Signature \_\_\_\_\_