Eatonville School District No. 404

Superintendent's Office
PO Box 698 • 200 Lynch St. W.
Eatonville, WA 98328

REQUEST FOR PUBLIC RECORD

NAME	DATE		
FIRM/ORGANIZATION			
MAILING ADDRESS	TELEPHONE NO.	CELL	FAX
CITY/STATE/ZIP	E-MAIL		

Provide a description of the public records you are requesting that is sufficiently specific (name and date or period of time if known) for Eatonville School District to identify and locate the records.   (Use additional pages if necessary)

AFTER REQUESTED RECORDS ARE RETRIEVED, I WOULD LIKE TO:

I prefer to inspect records at Eatonville School District Office

Receive electronic copies via <u>email</u> or <u>other</u> (specify:_____)

Receive hard copy via <u>mail</u> or <u>pickup</u> (check one)

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the State of Washington, that the information obtained through this request will not be used for commercial purposes.

DELIVER/MAIL/FAX/E-MAIL YOUR REQUEST TO: Eatonville School District No. 404
Superintendent's Office – Attn: Ashley Farrens/ Public Records Request
PO Box 698
Eatonville, WA 98328 (360)
879-1000
FAX (360) 879-1086
public.records@eatonville.wednet.edu

PLEASE NOTE:
There is no charge to view documents at the District Office (200 Lynch St W). If the volume of records and postage exceeds $15.00, the District will calculate the copying costs and postage and notify you of the total amount after the requested records are identified. The District may require a deposit to be paid in an amount not to exceed ten (10) percent of the estimate copying costs before the District begins copying the requested records. No documents will be released until full payment is received.

FEES:
$0.15/ page   Documents
Actual cost   Maps, computer disks, binders, etc.
Actual cost   Postage charges for mailing requested records

	Date	Initials	Notes	FOR USE BY PUBLICS RECORDS OFFICER
Date Received				
Five-Day Notice Sent				
First Installment				
Completing Request				
Other Installments				
Response Completed				

If exemptions are claimed, complete **Exemption Log**