



## **PUBLIC RECORDS REQUEST FORM**

**In compliance with RCW 42.56 – Public Records Act**

Requestor Name:

Date:

Business Name: (if applicable)

E-Mail:

Address:

Phone:

City:

State:

Zip:

Please provide a detailed description of the record(s) you are seeking:

If you are requesting e-mail records, provide a specific date range and search terms to help the district locate records responsive to your request (see instructions for additional information).

PLEASE NOTE – Requests are processed in the order they are received.

If the records contain names or personal information of students who are NOT the subject of this request, please indicate your preference below – (see FAQs for additional information):

I am not seeking student names or other personally identifiable information of students, and authorize that such information may be redacted from the records provided to me.

OR

Please DO NOT black out student names or other personally identifiable information of students from the records provided to me unless such information is exempt under an exemption authorized by Washington’s Public Records Act or Family Educational Rights and Privacy Act (FERPA).

Any person wishing to request access to public records of Cheney Public Schools, or seeking assistance in making such a request should contact the public records officer for Cheney Public Schools.

Download this form to fill out then submit this form to:

Public Records Officer, Spokane Public Schools

12414 S. Andrus Rd, Cheney, WA 99004

Phone: (509) 559-4502 Fax: (509) 559-4508

Email: [hpage@cheneysd.org](mailto:hpage@cheneysd.org)