



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 email or other (specify: _____)

Receive hard copy via mail or pickup (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: 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				