ESTACADA SCHOOL DISTRICT #108

Public Records Request Form | Directions

Estacada School District is committed to transparency in its work and actions and to upholding the intent and scope of ORS 192.311 to 192.478 and applicable school district policy.

Directions for Completing the Form

- Please fill this form out completely.
- If a particular question does not apply, please enter "N/A" or "not applicable" in the space provided.
- All fields are required.
- If the form is not filled out completely, the District may not consider it a legitimate request.
- Please submit one form for each public records request.

Once completed, please email the form to prrequests@estacada.k12.or.us.

ESTACADA SCHOOL DISTRICT #108

Public Records Request Form

Requester Information

Request Date *

Name of person making the request *

Company Name *

Mailing Address *

Email Address *

Daytime Phone Number *

Preferred method of contact *

- Mail
- Phone
- Email

* Complete every field. Enter N/A when a question does not apply.

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Public Records Request Form (continued)

Records Requested

Detailed description of records requested, including relevant dates or time frame *

Are the requested public records exempt from disclosure under ORS 192.311 to 192.478? *

- ○ Yes
- ○ No
- ○ Unknown

Preferred method of receiving records *

- ○ Email
- ○ Mail
- ○ In-person pickup

* Complete every field. Enter N/A when a question does not apply.

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Public Records Request Form (continued)

What is your organization? *

What is the purpose of the request? *

Is this information already in the public domain? *

How will you be disseminating this information to the public? *

Is there a charge from you to others for the information? *

* Complete every field. Enter N/A when a question does not apply.