

## REQUEST TO GAIN ACCESS TO PUBLIC RECORDS

If there is any particular urgency attached to this request, please indicate the date by which you need the information: Need by \_\_\_\_\_.

Nature of Request: \_\_\_\_\_ Inspection or review \_\_\_\_\_ Obtain Copies

1. Name of Requestor \_\_\_\_\_ Date \_\_\_\_\_

2. Address \_\_\_\_\_ Phone \_\_\_\_\_

3. Representing (If applicable) \_\_\_\_\_

4. Address \_\_\_\_\_ Phone \_\_\_\_\_

5. NATURE OF REQUEST: Please be specific about the records you wish to see. If you do not know the name of the records, make your request in the form of a question. To comply with RCW 42.17.260(5) (noncommercial use), please sign the certification below:

Status: \_\_\_\_\_ parent/legal guardian or custodian  
\_\_\_\_\_ student whose records are requested  
\_\_\_\_\_ other (specify) \_\_\_\_\_

6. Reason for Request \_\_\_\_\_

7. Signature of Requestor:  
I certify that the information obtained as a result of this request for public records will not be used in whole or in part to compile a list for commercial purposes.

\_\_\_\_\_  
Signature  
.....

### DISPOSITION OF REQUEST

Request: \_\_\_\_\_ Granted \_\_\_\_\_ Denied (individual may request a review of decision)

Specific reason denied \_\_\_\_\_  
(if applicable)

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

List of material to be copied:

Copying Charges \$ \_\_\_\_\_ Furnished by \_\_\_\_\_