



**SNOHOMISH
SCHOOL
DISTRICT**

1601 Avenue D, Snohomish, WA 98290-1799
Phone: 360-563-7300 Fax: 360-563-7279

Public Records Request Form

We strive to make access to public records as convenient as possible while maintaining compliance with applicable laws, including the Public Records Act (RCW 42.56). As our business is most often about students, families, and staff, some of the information contained in certain records may be protected under federal and state privacy laws.

- Fees for Records Requests:**
- Physical copies: .15 per page
 - Electronic copies: .10 per page
 - E-mails: .05 per 4 files
 - Video: .10 per GB
 - Storage device & postage fees (vary depending on size of request)

For Requestor

Date of request:

Requestor name:

Name of student (if applicable):

Name of business (if applicable):

Mailing address:

E-mail address:

Phone number:

Records requested:

*Please be as specific as possible in your description. If you are seeking e-mails, key words are needed in order to complete a search. If you are seeking video, please include exact location, dates, and start/end times.

For SSD Staff

SSD Receipt Date:

Response Due:

Received By:

Additional Staff Contacted:

Date Completed:

Delivery Method (circle one): **E-mail** **Pick Up** **Mail** **Fax** **View**

Records Formats (circle all that apply):

Physical Copies **Electronic Copies** **E-mails** **Video** **USB Drive**

Total Charge:

Payment Method (circle one): **Cash** **Check**

Requestor Receipt Date:

Requestor Signature:

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