

**Southside School District
Request for Information Form
Public Disclosure Law (RCW 42.56)**

The District shall acknowledge a written request from any person for inspection and copying of any public record or records within five business days. The District may respond by providing the requested record(s), denying the request, in whole or in part and the reasons for the denial, or acknowledging receipt of the request and providing a reasonable estimate of the time required for the District to respond.

Name (Please Print) _____

Address _____

Telephone _____ **Email** _____

1. Specification of the records or types of records requested:

2. State whether you want to first inspect the documents or have them copied without your inspection first and mailed or emailed to you.

If you request paper copies, you will be billed the cost of 15 cents per copy for each copy in excess of 25 pages, at the time the documents are mailed or picked up.

If the request is for a list of individuals, please be advised that RCW 42.56.070(9) does not authorize the District to release such information for any commercial purposes unless otherwise expressly required by the law. For such requests you are required pursuant to RCW 42.56.080 to state its purpose.

Purpose:) _____

Signature _____ **Date** _____

Return this form to the Public Records Officer at Southside School District; 161 SE Collier Rd; Shelton, WA 98584.

**Adoption Date: 11.21.13
Southside School District**