

Public Access to District Records

The District's Public Records Officer is Doris Bolender, Southside School District, 161 SE Collier Rd., Shelton, WA 98584; telephone number 360-426-8437; Fax 360-426-9970; e-mail dbolender@southsideschool.org.

Requests for public records shall be submitted in writing to the Public Records Officer by mail, fax or e-mail using District Form No. 4040F or in writing that clearly identifies that a request for public records is being made and that it contains the information required under Form 4040F. Staff members receiving requests for public records shall direct persons making any oral requests to contact the Public Records Officer. Staff members receiving written requests for public records shall immediately forward them to the Public Records Officer so that District can respond within five (5) business days.

If a person requesting public records requests copies of any records, the District shall charge 15 cents per page for all copies in excess of 25 copies.

Cross Reference: Board Policy 4040 - Public Access to District Records
Form 4040F - Public Access to District Records

Adoption Date: 11.21.13
Southside School District