



Please Email This Form To: public.records@shorelineschools.org

PUBLIC RECORDS REQUEST

It is the policy of Shoreline School District to make available for inspection and/or copying all district records falling within the classification of public records as defined by laws, except those which are exempted from such disclosure subject to the procedures, limitations, and qualifications set forth in the laws and/or school district regulations.

Requester Information (we will honor anonymous request)

Name*	Company/Organization		
_____	_____		
Email*	Address line 1*		
_____	_____		
City*	State*	Zip code*	Phone*
_____	_____	_____	_____

Description of the document(s) you are requesting*

Time period of the information you are seeking:

Start date* _____ End Date* _____

Please provide enough information that we may identify and locate the records you seek. Attach additional page if necessary.

If the request is for a list of individuals, I certify, by checking this box, that the information will not be used for commercial purposes. The district is not authorized to provide public records consisting of a list of individuals for commercial use (RCW42.56.070(9)).

Records Delivery Options

Select one option to receive the records*:

Printed copies will be 15 cents per page. Mailing cost will be additional (unless copies are picked-up in person).

I want the copies to be sent electronically (no cost).

Review of the records only (no cost except for any pages you wish to have copies made after review).
Records may be reviewed on workdays between 8:30 am and 4:00 pm (by appointment only).

* Required Fields