



Date of Request: _____

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

Name*

Company/Organization

Email*

Address line 1*

City*

State*

Zip code*

Phone*

Description of the document(s) you are requesting*

Please provide enough information that we may identify and locate the records you seek.

Time period of the information you are seeking:

Start date* _____

End Date* _____

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 or if it is determined that the fees are equal to or less than two dollars, there may be a flat fee of two dollars to provide the records . Mailing cost will be additional (unless copies are picked-up in person).

Cost of electronic copies is as follows:

1. Ten cents per page for public records scanned into an electronic format or for the use of District equipment to scan the records;
2. Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery;
3. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of District equipment to send the records electronically; and
4. The actual cost of any digital storage media or device provided by the District, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.

Inspection of the records only (no cost). Records may be inspected during normal business hours of the District, Monday through Friday, 8:00 a.m. to 5:00 p.m. (by appointment), during the school year, and 8:00 a.m. to 4:30 p.m., on days school is not in session.

* Required Fields