

Sequim School District  
Public Records Disclosure Request  
RCW 42.17 and RCW 42.56

The Undersigned requests copies of the following identified public records (Note: According to RCW 42.17.300 the charge for copies will be fifteen cents per copy):

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The undersigned requests an appointment to review the following identified public records at the Sequim School District:

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Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address: \_\_\_\_\_

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Phone Number \_\_\_\_\_

Date Requested \_\_\_\_\_

The Sequim School District will provide copies of all public records and documents identified with specificity sufficient to permit location and retrieval, as required by the Public Disclosure Act. The Sequim School District is not required to conduct research or statistical analysis of records, or to create records not already in existence. However, all public records and documents will be made available, by appointment, so that interested persons can conduct their own research and analysis of the public records.

In the normal course, the Sequim School District endeavors to provide a response to any public records disclosure request within five (5) working days. However, if a requestor can permit additional time, such action assists the school district in ensuring that all requested documents are provided.

The Sequim School District, does, of course, reserve the right to deny any request upon appropriate grounds, such as the specific exemptions set forth in the Public Records Disclosure Act or protection of any individual's right to privacy. If the Sequim School District determines that a request is ambiguous or improper, the requestor will be provided with an explanation and denial, in writing.

*INTERNAL USE ONLY:*

Superintendent Signature: \_\_\_\_\_

Staff member supplying information:  
Name \_\_\_\_\_

Date Action Completed: \_\_\_\_\_  
Title \_\_\_\_\_

Action/Response: \_\_\_\_\_

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