

# Public Records Request Form



Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Name: (if applicable) \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**If requesting public records, provide a detailed description of the record(s) you are seeking:** (Note – To expedite processing your request, provide a clear description of record you are requesting. If you aren't sure how to describe or would like help identifying the records you are seeking, please call 354-7272.)

**If you are requesting e-mail records, you may provide a specific date range and search terms to help the District locate records responsive to your request (see instructions for additional information):** Note - Because of the steps involved in retrieving and reviewing email records, requests for email records take longer to process. To receive records quickly, provide specific details with a focused date range. (For example: "I would like emails from Mr. Jones from April 1-4, 2013, that discuss my student's lost trombone.")

**In the event the District needs to respond to your request in installments (which is common with requests for a large volume of records), please indicate which records you would like first - (see FAQs for additional information):**

**If the records contain names or personal information of students who are NOT the subject of this request, please indicate your preference below - (see FAQs for additional information):**

- I am not seeking student names or other personally identifiable information of students, and authorize that such information may be redacted from the records provided to me.
- Please **DO NOT** black out student names or other personally identifiable information of students from the records provided to me unless such information is exempt under an exemption authorized by Washington's Public Records Act or Family Educational Rights and Privacy Act (FERPA)..

**I prefer to receive the above described records in the following format:**

- Electronic (If available)
- Paper Copy (15 cents per page for copies that exceed 25 pages)
- View by appointment

**The law prohibits use of lists of individuals for commercial purposes. By checking box below, I certify that I will not use any lists of individuals that I receive in response to this request for any commercial purpose.**

\_\_\_\_\_  
Signature **(or type name and check box if signing electronically)**

Any person wishing to request access to public records of Spokane Public Schools, or seeking assistance in making such a request should contact the public records officer for Spokane Public Schools.

**Download to desktop to fill out and submit or print and send form to:**

Public Records Officer • Spokane Public Schools  
200 N Bernard • Spokane, WA 99201  
Phone: (509) 354-7272 • Fax: (509) 354-5959  
Email: publicrecordsrequest@spokaneschools.org

[Click to submit](#)