

Public Records Request Form



Name: Date:

Business Name: (if applicable) E- Mail:

Address: Phone:

City: State: Zip:

Please provide a detailed description of the record(s) you are seeking.

If you are requesting e-mail records, provide a specific date range and search terms to help the District locate records responsive to your request (see instructions for additional information).

PLEASE NOTE - Requests are processed in the order they are received.

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.

OR

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)..

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