

Hockinson School District No. 98
Request to Inspect Public Records

Date _____

In accordance with RCW Chapter 42.56, the undersigned requests to examine and/or copy specific records or portions thereof.

Signature: _____

Please be advised: All public records requests, and information contained therein, will be reported to the Hockinson School Board in a Public Transparency Report on a regular basis, at which point the request itself becomes available as a public record. The information may also be posted on the District website.

Name/Organization of Requester *Phone* *Email Address*

Address of Requester *City* *State* *Zip*

You are requesting records from the:

- District Office High School Middle School Elementary School Maintenance

What type of records do you want (if any exist)?

- Files Emails

What type of responsive documents do you want to receive or review (if any exist)?

- Hard Copies Digital Copies

How do you want to receive responsive documents (if any exist)?

- U.S. Mail Email I want to view documents only (This must be scheduled in advance.)

Search Records for the following dates:

*Please add additional,
specific instruction below*

Beginning Date *Ending Date*

Record Request Description - Please be as specific as possible. Additional time may be necessary for clarification. Use additional pages if necessary.