

**Hockinson School District No. 98
Brush Prairie, WA**

REQUEST TO INSPECT PUBLIC RECORDS

In accordance with RCW Chapter 42.56, the undersigned requests access to examine and/or copy specific records or portions thereof listed below. It is understood that a reasonable fee for copying or duplicating may be charged for copies requested.

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

Name/Group (Please Print): Phone: _____

Street Address: City State Zip

Reason for record request:

When listing public record(s) you wish to view and/or copy, please specify each item by title, form, number, and/or detail (date range, names, etc). This information is necessary to facilitate location and identification of requested documents. The absence of this information may delay the response to your request. Please list documents below (use additional pages if necessary):

Signature Date

For Official Use Only

<input type="checkbox"/> Approved <input type="checkbox"/> Acknowledge with request for reasonable time <input type="checkbox"/> Denied Reason for denial: <input type="checkbox"/> Mailed <input type="checkbox"/> Released to	Cost: _____ (10¢ per page in excess of 10 pages)
_____ Signature	_____ Date