

**Chehalis School District
Request for Information
Public Disclosure Law (RCW 42.56)**

The District will acknowledge a written request from any person for inspection and copying of any public record or record within five business days. The District may respond by providing the requested record(s), denying the request, in whole or in part and the reasons for the denial, or acknowledging receipt of the request and providing a reasonable estimate of time required for the District to respond.

Name (Please print) _____

Address _____

Telephone _____ Email Address _____

1. Specification of the records or types of records requested: _____

2. State whether you want to first inspect the documents, or have them copied without your inspection first and mailed or emailed to you:

If you request paper copies, you will be billed the cost of 15 cents per copy in excess of 25 pages at the time the documents are mailed or picked-up.

If the request is for a list of individuals, please be advised that RCW 42.56.070(9) does not authorize the District to release such information for any commercial purposes unless otherwise expressly required by law. For such requests you are required pursuant to RCW 42.56.080 to state its purpose.

Signature _____ Date _____

Return this form to the Public Records Officer, 310 S.W. 16th Street, Chehalis, WA 98532. For further information, contact the District Public Records Officer at (360) 807-7200 or fax (360) 748-8899.