

North Thurston Public Schools Public Records Request Form

Date of request: _____

Name: _____

Email: _____

Phone number: _____

Records requests should be submitted to:

Records Custodian
 Community Relations
 North Thurston Public Schools
 305 College Street NE
 Lacey, WA 98516
 Email: publicrecords@nthurston.k12.wa.us
 Fax: 360.412.4554

Description of record requested. Please include dates and the types of records or information you are looking for. Please be as detailed as possible so that we can provide you with exactly what you need:

Note: If your request is unclear, you may be asked later to clarify what records you are seeking. If you fail to clarify your request or abandon your request, North Thurston Public Schools may close your request for records. RCW 42.56.520 and 42.56.040. If you have a question that you are seeking an answer to and are not seeking a specific document, please do not use this form and instead pose your question(s) to the appropriate district personnel.

How would you like to receive your request? (Please check box that applies.)

Inspect in person: _____

Obtain hard copies at \$.15 per page: _____

Email and storing on your personal DVD or CD is \$.05 per four pages of electronic copies:

Email records to me: _____

I will provide my own CD/DVD: _____

Flash Drive with information provided by district office: \$4.00 per drive plus \$.05 per four pages: _____

Signature: _____

Disposition:

Date:	Action Taken:	Name of Employee processing request
Exemptions:		
Number of Copies:	Total charges:	Date closed:

Other notes:
