

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

The District shall acknowledge a written request from any person for inspection and copying of any public record or records 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 the 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 e-mailed to you:

\_\_\_\_\_

If you request paper copies, you will be billed the cost of 15 cents per copy for each 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/Executive Director of Communications and Information, Education Service Center; 302 Second Street SE; Puyallup WA 98372. For further information, contact the District Public Records Officer at (253) 841-8703, or fax (253) 840-8959.