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360-563-7300 Fax 360-563-7279

Date received by Superintendent's Office _____

REQUEST FOR DOCUMENTS

The Snohomish School District supports the concept of public disclosure to the extent requested documents exist, are available and the document disclosure does not violate individual privacy. Upon written request submitted to the Superintendent's Office, documents will be provided, or a statement will be issued explaining why we are unable to provide the information. The fee for copying is \$.15 per page. For electronic copies the fees are 10 cents per page scanned, 5 cent for 4 files/or attachments provided by electronic delivery, 10 cents/gigabyte of electronic records transmission, the actual costs of storage media, container, envelope; postage/delivery charge. Charges can be combined if more than one type of charge applies. All requests for public documents must be in writing and include the following information:

Date: 11/24/2020

Requestor's printed name: _____

Requestor's signature _____

Business name (if appropriate): _____

Mailing address: _____

Email address: _____

Home phone number(s): _____

Cell phone number(s): _____

DOCUMENTS REQUESTED (Please identify specific documents sought):

I would like a copy of the school district employee leave usage for the 2020 - 2021 school year to date. I am requesting that the information be compiled into either a csv or excel file. The file is to include date of absence, employee name (unless prohibited by HIPPA which I don't feel meets the intent of the ACT), the assigned school of the individual, their position within the school (administration, educator, para educator, (if applicable) grade taught, and subject taught.

FOR OFFICIAL USE ONLY

Directed to _____
Received by _____
Date received _____
Response due date _____

RESPONSE SUMMARY

Delivered _____
Date 11/24/2020
No. of pages _____
Amount paid _____
Requestor's signature _____