

HIGHLINE PUBLIC SCHOOLS DISTRICT – (2019) Request for a complete electronic copy of all Public Records Requests received by the District including the District Responses for the year 2019

Via email: publicrecordsrequest@highlineschools.org

To Whom It May Concern:

Pursuant to the Washington Public Records Act [RCW 42.56] I hereby request the following records:

1. I request a complete electronic copy of all Public Records Requests received by your agency in the year 2019 and a complete electronic copy of your agency's Responses to each of these Public Records Requests for the year 2019.

Note: Parents and students seeking GRADES and/or TRANSCRIPTS in the year 2019 can be excluded from this request.

PRODUCTION AND DELIVERY OF ELECTRONIC RECORDS

The use of 3rd party "portals" (Such as GOVQA or NEXTREQUEST) for communication and production of records in response to a public records request is optional for the requestor in the State of Washington. Respectfully we decline to use any 3rd party "portal" system, specifically GOVQA and NEXTREQUEST. Please provide all records electronically via direct email attachment, or via no password, no registration internet cloud-based download link.

Please do not direct or invite us to use, register for, or communicate with your agency via any 3rd party portal including but not limited to FOIAOnline, GovQA, NextRequest, FOIAExpress, JustFOIA FOIADirect, WebForm, or any other commercial 3rd party records portal service.

RCW 42.56.080 - Identifiable records—Facilities for copying—Availability of public records.

"...Agencies shall honor requests received in person during an agency's normal office hours, or by mail or email, for identifiable public records unless exempted by provisions of this chapter. No official format is required for making a records request; however, agencies may recommend that requestors submit requests using an agency provided form or web page."

This public records request is being made via email. This public records request will be honored and fulfilled by your agency via email as requested or relief will be sought per statute.

NATIVE ELECTRONIC FORMAT

Please provide all identified public records in their NATIVE electronic format. Unless the records exist IN PAPER FORM ONLY, DO NOT instead create new records by printing native stored electronic files, then scanning and re-printing these newly scanned prints only to reproduce them in again in electronic production.

FEES

In the event that there are fees, please inform us of the total charges in advance of fulfilling the request in strict compliance with all provisions of the Washington State Public Records Act.

EXEMPTION - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Take caution with the broad application of redaction and withholding of identified public records claiming "global FERPA" exemptions. When an agency claims an exemption for an entire record or portion of one, it must inform the requestor of the statutory exemption and provide a brief explanation of how the exemption applies to the record or portion withheld. RCW 42.17.310(4)/42.56.210(3). The brief explanation should cite

the statute the agency claims grant an exemption from disclosure. The brief explanation should provide enough information for a requestor to make a threshold determination of whether the claimed exemption is proper. Global, nonspecific claims of exemption such as "FERPA" are insufficient. One way to properly provide a brief explanation of the withheld record or redaction is for the agency to provide a withholding index. It identifies the type of record, its date and number of pages, and the author or recipient of the record (unless their identity is exempt). The withholding index should allow a requestor to make a threshold determination of whether the agency has properly invoked the exemption. There are several exceptions to the FERPA exemption and any agency silently withholding large swaths of public records citing "FERPA!" without providing the original identified record, properly redacted, or if withheld in its entirety, providing a record description and page count or record length, will be challenged in accordance with RCW 42.56.550 if a reasonably detailed withholding index or exemption log is not included.

EXEMPTION LOGS

Please ensure all redactions or exemptions claimed by your agency in the production of responsive records are accompanied by a complete and detailed exemption log noting the valid legal reason for each exemption at each redaction location in the record produced, as well as the specific number of pages if any that your agency redacts or withholds in their entirety. Each redaction should be noted by footnote or by a clear reference to the specific justification for that redaction, and only the minimal exempt portion of any record may be withheld.

COMMERICAL PURPOSE DECLARATION

The Washington State Public Records Act prohibits the disclosure of "lists of individuals" for a commercial purpose (RCW 42.56.070(8)). I declare this public records request is not being made for any commercial purpose whatsoever. Also, this public records request is not being made for a "list of individuals." This declaration satisfies all requirements of RCW 42.56 regarding prohibitions on lists and commercial purposes. No additional commercial purpose declaration will be completed for this public records request.

The requested documents will be made available to the general public.

Thank you in advance for your anticipated cooperation in this matter. We look forward to receiving your response to this request within 5 business days, as the statute requires.

Dear Anonymous Requester ,

Thank you for registering with the Highline Public Schools Public Records Center.
(https://highlineschool.mycusthelp.com/WEBAPP/_rs/SupportHome.aspx)

Please log in to the Records Center to update any contact or password information and to track the progress of your request.

Your Login ID is: 136958-49234680@requests.muckrock.com

If you have never used this system, your account has been created by a Highline Public Schools staff member. You may request a temporary password to track the status of your request, manage account information, and retrieve responsive records here: Request Temporary Password
(https://highlineschool.mycusthelp.com/WEBAPP/_rs/ForgotPassword.aspx)

Thank you,

Highline Public Schools, WA. This is an auto-generated email and has originated from an unmonitored email account.
Please DO NOT REPLY

Dear MRYERNNY Anonymous Requester:

Thank you for your interest in public records of Highline Public Schools. Your request has been received and is being processed in accordance with the State of Washington Public Records Act, Chapter 42.56 RCW. Your request was received in this office on 11/21/2022 and given the reference number P000421-112122 for tracking purposes. NOTE: The day the request is received does not count as one of the five (5) days. Weekends and holidays observed by the agency are also excluded in the calculation. If your request has been submitted on the weekend, or on a holiday, the date received is the next business day. Records

Requested: November 15, 2022

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[https://accounts.muckrock.com/accounts/login/?](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2019-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2019-136958%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1ouzCu%3AvwdCCVr7coaQCCIVEiYACVO8cWdpO8-eqLrIN5Cm5Fg)

[next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2019-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2019-](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2019-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2019-136958%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1ouzCu%3AvwdCCVr7coaQCCIVEiYACVO8cWdpO8-eqLrIN5Cm5Fg)

[136958%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1ouzCu%3AvwdCCVr7coaQCCIVEiYACVO8cWdpO8-eqLrIN5Cm5Fg](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2019-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2019-136958%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1ouzCu%3AvwdCCVr7coaQCCIVEiYACVO8cWdpO8-eqLrIN5Cm5Fg)

If prompted for a passcode, please enter:

MRYERNNY

Filed via MuckRock.com

E-mail (Preferred): 136958-49234680@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS

For mailed responses, please address (see note):

MuckRock News

DEPT MR 136958

263 Huntington Ave

Boston, MA 02115

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

Not all public documents are available in electronic format. If the document(s) requested are not available electronically, we will make them available for inspection or by paper copy in accordance with the Public Records Act, Chapter 42.56 RCW.

Your request will be forwarded to the relevant department(s) to locate the information you seek and to determine the volume and any costs associated with satisfying your request. You will be contacted about the availability and/or provided with copies of the records in question. PLEASE NOTE: The State of Washington Public Records Act, Chapter 42.56 RCW, does not require a governmental body to create new information, to do legal research, or to answer questions.

You can monitor the progress of your request at the link below and you'll receive an email when your request has been completed. Again, thank you for using the Records Center. Highline Public Schools To monitor the progress or update this request please log into the Records Center (https://highlineschool.mycusthelp.com/WEBAPP/_rs/CustomerIssues.aspx)

Attachments:

MRYERNNY_136958_Anonymous_P000421-112122_Invoice_Second_Option.pdf

([https://highlineschool.mycusthelp.com/WEBAPP/_rs/DownloadItemFile.aspx?](https://highlineschool.mycusthelp.com/WEBAPP/_rs/DownloadItemFile.aspx?iid=uInwLUdezXQ=&fid=7bLpVfrSi@@12Q5Xf57@@12LnB/7z/X4yVxj4UFar5Y0Ia5do=&cid=43bAXJ7JHeo=)

[iid=uInwLUdezXQ=&fid=7bLpVfrSi@@12Q5Xf57@@12LnB/7z/X4yVxj4UFar5Y0Ia5do=&cid=43bAXJ7JHeo=\)](https://highlineschool.mycusthelp.com/WEBAPP/_rs/DownloadItemFile.aspx?iid=uInwLUdezXQ=&fid=7bLpVfrSi@@12Q5Xf57@@12LnB/7z/X4yVxj4UFar5Y0Ia5do=&cid=43bAXJ7JHeo=)

MRYERNNY_136958_Anonymous_P000421-112122_Invoice_First_Option.pdf

([https://highlineschool.mycusthelp.com/WEBAPP/_rs/DownloadItemFile.aspx?](https://highlineschool.mycusthelp.com/WEBAPP/_rs/DownloadItemFile.aspx?iid=uInwLUdezXQ=&fid=7bLpVfrSi@@12Q5Xf57@@12LnB/7z/X4yVxj4UtT96lCMpjF4=&cid=43bAXJ7JHeo=)

[iid=uInwLUdezXQ=&fid=7bLpVfrSi@@12Q5Xf57@@12LnB/7z/X4yVxj4UtT96lCMpjF4=&cid=43bAXJ7JHeo=\)](https://highlineschool.mycusthelp.com/WEBAPP/_rs/DownloadItemFile.aspx?iid=uInwLUdezXQ=&fid=7bLpVfrSi@@12Q5Xf57@@12LnB/7z/X4yVxj4UtT96lCMpjF4=&cid=43bAXJ7JHeo=)

--- Please respond above this line ---

RE: PUBLIC RECORDS REQUEST of November 21, 2022, Reference # P000421-112122, Closing Letter - No Five-Day Letter Required

Dear MRYERNNY Anonymous Requester,

We are responding to a request that you sent to an email box in our District that is not used to receive or respond to public records requests. The box has an automatic reply directing you to this portal or US Mail.

The District has set up several ways to receive requests. You may review our website at:

<https://www.highlineschools.org/departments/records/public-recordsttp://> for more information.

(<https://www.highlineschools.org/departments/records/public-recordsttp://>)

Highline Public Schools has completed and closed your Public Records Request P000421-112122. A Five-Day Letter is not being sent because this request closed the same day we received the request. We are providing you with three records.

There are no other records to provide to you.

The following is what you requested:

1. I request a complete electronic copy of all Public Records Requests received by your agency in the year 2019 and a complete electronic copy of your agency's Responses to each of these Public Records Requests for the year 2019. Note: Parents and students seeking GRADES and/or TRANSCRIPTS in the year 2019 can be excluded from this request.

Please log into the Records Center at the following link to retrieve the appropriate responsive documents. Two invoices with payment instructions are attached if you do not wish to receive the records electronically through our portal. You may select either payment method. To be sure the fees are applied to the correct request, include the invoice with your check or you may simply write the reference number in the memo section of your check. (https://highlineschool.mycusthelp.com/WEBAPP/_rs/CustomerIssues.aspx)

Review your records within thirty (30) days. Pursuant to RCW 42.56.120, "If an agency makes a request available on a partial or installment basis, the agency may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the agency is not obligated to fulfill the balance of the request."

Please note that RCW 42.56.070 provides in part:

(8) This chapter shall not be construed as giving authority to any agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives to give, sell or provide access to lists of individuals requested for commercial purposes, and agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives shall not do so unless specifically authorized or directed by law.....

Let us know if you have any questions.

Sincerely,

Michelle Terry

Certified Public Records Officer

Policy & Strategy

To monitor the progress or update this request please log into the Records Center

([https://highlineschool.mycusthelp.com/WEBAPP/_rs/RequestEdit.aspx?rid=421&coid=\)](https://highlineschool.mycusthelp.com/WEBAPP/_rs/RequestEdit.aspx?rid=421&coid=)

Dear Anonymous Requester ,

We received your request for password assistance on 11/21/2022 10:39 PM. Please use the link below to create a permanent password that only you can remember. Set New Password This is an auto-generated email and has originated from an unmonitored email account. Please DO NOT REPLY

Hello,

I received these two invoiced from Ms. Terry, however I do not understand what they are for, what document will be provided, what the difference is between the invoices, etc. Can someone please explain? Thank you.

To Whom It May Concern:

I wanted to follow up on the following Washington Public Records Act request, copied below, and originally submitted on Nov. 15, 2022. Please let me know when I can expect to receive a response. You had assigned it reference number #P000421-112122.

Thanks for your help, and let me know if further clarification is needed.

12-7-22

Via Email: publicrecordsrequest@highlineschools.org

This is a follow up to request dated 11-15-2022 RE: HIGHLINE PUBLIC SCHOOLS DISTRICT " (2019) Request for a complete electronic copy of all Public Records Requests received by the District including the District Responses for the year 2019

I received these two invoiced from Ms. Terry, however I do not understand what they are for, what documents will be provided, nor what the difference is between the invoices, etc. Can someone please explain? Thank you.

November 22, 2022

Via email to: scott.logan@highlineschools.org [NO RESPONSE]

This is a follow up to request number P000421-112122:

Hello,

I received these two invoiced from Ms. Terry, however I do not understand what they are for, what document will be provided, what the difference is between the invoices, etc. Can someone please explain? Thank you.

View request history, see two related attachments, upload responsive documents, and report problems here:

<https://accounts.muckrock.com/accounts/login/>

next=[https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_1ogin%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2019-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2019-136958%252F%253Femail%253DScott.Logan%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1oxYE2%3A4LuWvcOC2QsUSzf_1EKni0ZLMX3QpKAe0NMAXcax7ko](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_1ogin%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2019-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2019-136958%252F%253Femail%253DScott.Logan%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1oxYE2%3A4LuWvcOC2QsUSzf_1EKni0ZLMX3QpKAe0NMAXcax7ko)

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MRYERNNY

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Filed via MuckRock.com

E-mail (Preferred): 136958-49234680@requests.muckrock.com

December 12, 2022

via email: michelle.terry@highlineschools.org

Hello,

It has been Five (5) days and I have received no response to my REQUEST FOR CLARIFICATION RE: INVOICES.

Please explain.

Thank you.

#1

Michelle Terry

From: 136958-49234680@requests.muckrock.com
Sent: Tuesday, November 15, 2022 8:55 AM
To: Public Records Request
Subject: Washington Public Records Act Request: HIGHLINE PUBLIC SCHOOLS DISTRICT – (2019) Request for a complete electronic copy of all Public Records Requests received by the District including the District Responses for the year 2019

You don't often get email from 136958-49234680@requests.muckrock.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Highline Public Schools District
Washington Public Records Act Office
15675 Ambaum Blvd. SW
Burien, WA 98166

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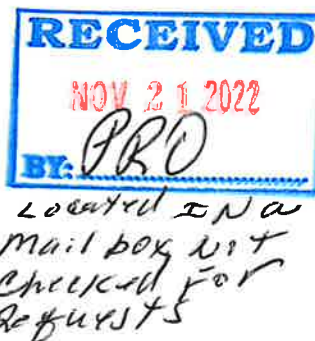
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Thank you in advance for your anticipated cooperation in this matter. We look forward to receiving your response to this request within 5 business days, as the statute requires.

View request history, upload responsive documents, and report problems here:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2019-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2019-136958%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1ouzCu%3AvwdCCVr7coaQCCIVEiYACVO8cWdpO8-eqLrIN5Cm5Fg

If prompted for a passcode, please enter:

MRYERNNY

Filed via MuckRock.com

E-mail (Preferred): 136958-49234680@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS

For mailed responses, please address (see note):

MuckRock News

DEPT MR 136958

263 Huntington Ave

Boston, MA 02115

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.





Highline Public Schools
Public Records Request Fee Schedule
For Billing Estimate
Effective July 27, 2017

MRTERNNY Anonymous Reference Number P000421-112122 Dated 11/21/2022

Actual cost	Customized service charge (in addition to fees for copies—see below)		
Copies			
15 cents/page	Photocopies, printed copies of electronic records when requested by the requestor, or for the use of district equipment to make photocopies	24	\$3.60
10 cents/page	Scanned records, or use of agency equipment for scanning		
5 cents/each 4 electronic files or attachments	Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery		
10 cents/gigabyte	Records transmitted in electronic format or for use of district equipment to send records electronically		
Actual cost	Digital storage media or devices		
Actual cost	Any container or envelope used to mail copies		
Actual cost	Postage or delivery charges		
	Total Estimated Costs		\$3.60

Make your check payable to: Highline Public Schools. In the subject line add Public Records Request and the Reference Number. Mail to 15675 Ambaum Blvd. SW, Burien, WA 98166. If paying by bank card, please contact our Finance Technician at 206-631-3206. Prior arrangements should be made for all cash transactions.

If you have questions, contact the Public Records Officer at 206-631-3170

Revised July 26, 2017



Highline Public Schools
Public Records Request Fee Schedule
For Billing Estimate
Effective July 27, 2017

MRTERNNY Anonymous Reference Number P000421-112122 Dated 11/21/2022

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5 cents/each 4 electronic files or attachments	Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery		
10 cents/gigabyte	Records transmitted in electronic format or for use of district equipment to send records electronically		
Actual cost	Digital storage media or devices	1 CD	\$1.50
Actual cost	Any container or envelope used to mail copies		
Actual cost	Postage or delivery charges	1 Envelope	\$1.50
	Total Estimated Costs		\$6.60

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Revised July 26, 2017