



**SNOHOMISH
SCHOOL
DISTRICT**

1601 Avenue D, Snohomish, WA 98290-1799
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:

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):

FOR OFFICIAL USE ONLY

Directed to _____

Received by _____

Date received _____

Response due date _____

RESPONSE SUMMARY

Delivered _____

Date _____

No. of pages _____

Amount paid _____

Requestor's signature _____