

**CERTIFICATION FOR ACADEMIC RECORDS**

CUSTODIAN OF RECORDS:
SNOHOMISH HIGH SCHOOL
1316 5TH STREET
SNOHOMISH, WA 98290

Request For: Academic Records

RE:

MRC Request Number: PCBOE-P4-10001801671

Request for:

Any and all records including, but not limited to, academic, attendance, scholastic, extracurricular, counseling and/or disciplinary records, as well as transcripts and nurses' notes.

SECTION I: CERTIFICATION OF CUSTODIAN OF RECORDS

I the undersigned, being the authorized custodian of records or other qualified witness, and having the authority to certify the attached records proclaim the following:

The attached records (1): were made at or near the time the act, event, condition, opinion or diagnosis by a person with knowledge of the matters reflected in the records; (2): were kept in the course of regularly conducted activity; (3): Were created as part of the regular practice of the provider; and (4): are the complete and unabridged copies of records maintained by this facility with regards to the above-named plaintiff.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT

a. Signature: Kimberly Radekb. Print Name: Kimberly Radekc. Executed on (date): 8/19/11**SECTION II: CERTIFICATION OF NO RECORDS**

A thorough search of our files, carried out under my directions revealed no documents, records or other materials called for in the request or authorization.

Please check all that are applicable to your search for records

1. ☐ A thorough search of the subject's SS#, Date of Birth and all aka's was done and no such records were found, and to the best of my knowledge these records do not exist in storage.
2. ☐ These records have been destroyed. Our retention policy is _____ years.
3. ☐ These records are in the possession of _____.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT

a. Signature: _____

b. Print Name: _____

c. Executed on (date): _____

PLEASE RETURN THIS PAGE

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