

From: [Radek, Kim](#)
To: nabeena@lhafirm.com
Cc: [Radek, Kim](#)
Subject: Records request for [REDACTED]
Date: Wednesday, September 15, 2021 3:17:29 PM
Attachments: [REDACTED]
[image002.png](#)

Hi Nabeena,

On September 13, 2021 the district received a records request requesting the following records in regarding to [REDACTED]:

- All admission, testing, and attendance records;
- All counseling and guidance records, including but not limited to individualized education plans and individualized family service plans;
- All Medical, psychiatric and psychological records, including all clinical charts, reports, documents, correspondence, protocols and test results, statements, questionnaires/histories, office and doctor's handwritten notes, and records received by guidance counselors, mental health counselors or professionals;
- All Special Education records;
- All archived records from all faculties and location, including printouts of records on microfiche and other storage media.

District Response: The district has all Special Education records for you and various other records for you including reports from Seattle Children's, Sherwood and Puget Sound Counseling & Autism Services. We have also included email correspondence.

Per RCW 42.56.120 and Snohomish School District Procedure 4040P, the district charges 15 cents per page for hard copies, 10 cents per page scanned, and 5 cents for every 4 email files or attachments, along with a charge for the cost of any data storage device if one is used to deliver your records. The cost of the records completed is \$19.95 (please see the attached invoice). Please send a check payable to:

Snohomish School District
Accounting Department
1601 Avenue D
Snohomish, WA 98290

As soon as we receive the check, we will email you the requested records. Please let me know if you have any questions.

Regards,
Kim Radek
Executive Assistant to the
Superintendent
1601 Avenue D, Snohomish 98290
PH: 360-563-7280



Notice: Public records, including e-mails, are available to the public as provided by the Washington State Public Records Act (RCW 42.56). Your e-mail and my response may be considered a public record under the Act and subject to disclosure upon request by a third party.