

FAX

Snohomish County Public
Defender Association
2722 Colby Ave #200
Everett, WA 98201
psteffener@snocopda.org or (t)
425 339 6363

TO:

Name: Glacier Peak High School

Fax Number: (360) 563-7631

of Pages: 3

(including cover sheet)

FROM:

Name: Peggy Steffener

Fax Number: (425) 336-2110

Subject: Record Request - [REDACTED]

Message:

CONFIDENTIALITY NOTICE

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Snohomish County Public Defender Association

2722 Colby Avenue, Suite 200 • Everett, WA 98201-3527

Phone: 425-339-6300 • Fax: 425-339-6363 • www.snocopda.org

October 15, 2021

Glacier Peak High School
Attn: Custodian of Records
FAX: 360-563-7631

Re:

Snohomish County Superior Court Cause Number [REDACTED]

To Whom It May Concern:

Our office has been appointed to represent [REDACTED] in a criminal matter pending in Snohomish County. We need to obtain records held at your facility as part of the defense in this case. A release of information is attached.

Specifically, I am requesting a copy of [REDACTED] complete education records to include IEPs, progress notes, transcripts, mental health and discipline records.

I would like to request that these records be expedited. [REDACTED] will need these records prior to upcoming court hearings. Records provided electronically (PDF) in response to this request [X] are [] are not acceptable. If they are, please send the records to psteffener@snocopda.org.

It would be greatly appreciated if you could waive any fees associated with this request. [REDACTED] is indigent and the funds the court has set aside for expenses of this sort are extremely limited and must be pre-approved and paid by the court. If there is a fee for the fulfillment of this request, you will need to let Sara Wilson know the amount of that fee before you fulfill this request. Please notify her of the cost, if any. She can be reached at (425) 339-6300, extension 276.

If you have questions related to the records being requested, please contact me at 425-339-6300, ext. 215.

Sincerely,

Peggy Steffener

Peggy Steffener

Assistant to Heather Manley, M.S.W.