

**From:** [Radek, Kim](#)  
**To:** [psteffener@snocopda.org](mailto:psteffener@snocopda.org)  
**Cc:** [Radek, Kim](#)  
**Subject:** Student Records [REDACTED]  
**Date:** Tuesday, October 19, 2021 10:40:13 AM  
**Attachments:** [REDACTED]  
[Transcript.pdf](#)  
[image003.png](#)

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Hello Peggy,

I am requesting that if you need any records from the Snohomish School District that you please request them through this email address [publicrecords@sno.wednet.edu](mailto:publicrecords@sno.wednet.edu) and not through the schools directly.

This letter is to acknowledge that on October 15, 2021, Snohomish School District received a Request for Documents in which you requested the following information:

1) A copy of [REDACTED] complete education records to include IEPs, progress notes, transcripts, mental health and discipline records.

**District Response:** Included are the special education records that the District has on file for [REDACTED] student information report (which includes discipline records), attendance report and transcript.

Pursuant to RCW 42.56.120 you are allowed to come in and inspect the records at no cost or Snohomish School District can charge .15 cents per page for hard copies, .10 per page scanned, or .5 cents for 4 files/or attachments, and a charge for the data storage device. The responsive documents are being sent in electronic format. Since the cost is negligible for the electronic copies I can forward these to you at no costs. This completes the records request.

Thank you,

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.*