


From: [Radek, Kim](#)
To: tami@bjlfirm.com
Cc: [Radek, Kim](#)
Subject: Student records
Date: Thursday, August 20, 2020 2:31:19 PM
Attachments: 
[image001.png](#)

Dear Tami,

This letter is to acknowledge that on August 18, 2020, Snohomish School District received a Request for Documents which was dated 6/26/20 (it was sent to the school instead of the district office and staff were out for summer vacation) in which you requested the following information:

1) Full student file to include; notes, evaluations, letters, emails, etc.

On August 18, 2020 I called Ms. Stuart to get clarification the request. It was clarified through the phone call that the requester was looking for the cumulative file and student information report, and that the district did not need to do an email search for this student.

District response: The district is including the student information report and cumulative file which includes new student information, report cards, attendance reports, state testing and records from the student's previous school (Lake Washington SD).

The documents are being sent in electronic format. Since the cost is negligible for the electronic copies I can forward these to you at no cost. This completes the records request.

Kim Radek
Executive Assistant to the
Superintendent
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