

Highline Public Schools District
Washington Public Records Act Office
15675 Ambaum Blvd. SW
Burien, WA 98166

December 1, 2022

HIGHLINE PUBLIC SCHOOLS DISTRICT (2021) Request for a complete electronic copy of all Public Records Requests received by the District including the District Responses for the year 2021

Via email: publicrecordsrequest@highlineschools.org

To Whom It May Concern:

Pursuant to the Washington Public Records Act [RCW 42.56] I hereby request the following records:

1. I request a complete electronic copy of all Public Records Requests received by your agency in the year 2021 and a complete electronic copy of your agency's Responses to each of these Public Records Requests for the year 2021.

Note: Parents and students seeking GRADES and/or TRANSCRIPTS in the year 2021 can be excluded from this request.

PRODUCTION AND DELIVERY OF ELECTRONIC RECORDS

The use of 3rd party "portals" (Such as GOVQA or NEXTREQUEST) for communication and production of records in response to a public records request is optional for the requestor in the State of Washington.

Respectfully we decline to use any 3rd party "portal" system, specifically GOVQA and NEXTREQUEST. Please provide all records electronically via direct email attachment, or via no password, no registration internet cloud-based download link.

Please do not direct or invite us to use, register for, or communicate with your agency via any 3rd party portal including but not limited to FOIAOnline, GovQA, NextRequest, FOIAExpress, JustFOIA FOIADirect, WebForm, or any other commercial 3rd party records portal service.

RCW 42.56.080 - Identifiable records "Facilities for copying" Availability of public records.

"...Agencies shall honor requests received in person during an agency's normal office hours, or by mail or email, for identifiable public records unless exempted by provisions of this chapter. No official format is required for making a records request; however, agencies may recommend that requestors submit requests using an agency provided form or web page."

This public records request is being made via email. This public records request will be honored and fulfilled by your agency via email as requested or relief will be sought per statute.

NATIVE ELECTRONIC FORMAT

Please provide all identified public records in their NATIVE electronic format. Unless the records exist IN PAPER FORM ONLY, DO NOT instead create new records by printing native stored electronic files, then scanning and re-printing these newly scanned prints only to reproduce them in again in electronic production.

FEEES

In the event that there are fees, please inform us of the total charges in advance of fulfilling the request in strict compliance with all provisions of the Washington State Public Records Act.

EXEMPTION - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Take caution with the broad application of redaction and withholding of

identified public records claiming "global FERPA" exemptions. When an agency claims an exemption for an entire record or portion of one, it must inform the requestor of the statutory exemption and provide a brief explanation of how the exemption applies to the record or portion withheld. RCW 42.17.310(4)/42.56.210(3). The brief explanation should cite the statute the agency claims grant an exemption from disclosure. The brief explanation should provide enough information for a requestor to make a threshold determination of whether the claimed exemption is proper. Global, nonspecific claims of exemption such as "FERPA" are insufficient. One way to properly provide a brief explanation of the withheld record or redaction is for the agency to provide a withholding index. It identifies the type of record, its date and number of pages, and the author or recipient of the record (unless their identity is exempt). The withholding index should allow a requestor to make a threshold determination of whether the agency has properly invoked the exemption. There are several exceptions to the FERPA exemption and any agency silently withholding large swaths of public records citing "FERPA!" without providing the original identified record, properly redacted, or if withheld in its entirety, providing a record description and page count or record length, will be challenged in accordance with RCW 42.56.550 if a reasonably detailed withholding index or exemption log is not included.

EXEMPTION LOGS

Please ensure all redactions or exemptions claimed by your agency in the production of responsive records are accompanied by a complete and detailed exemption log noting the valid legal reason for each exemption at each redaction location in the record produced, as well as the specific number of pages if any that your agency redacts or withholds in their entirety. Each redaction should be noted by footnote or by a clear reference to the specific justification for that redaction, and only the minimal exempt portion of any record may be withheld.

COMMERCIAL PURPOSE DECLARATION

The Washington State Public Records Act prohibits the disclosure of "lists of individuals" for a commercial purpose (RCW 42.56.070(8)). I declare this public records request is not being made for any commercial purpose whatsoever. Also, this public records request is not being made for a "list of individuals." This declaration satisfies all requirements of RCW 42.56 regarding prohibitions on lists and commercial purposes. No additional commercial purpose declaration will be completed for this public records request.

The requested documents will be made available to the general public. Thank you in advance for your anticipated cooperation in this matter. We look forward to receiving your response to this request within 5 business days, as the statute requires.

View request history, upload responsive documents, and report problems here:
https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2021-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2021-137279%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3Alp0qlA%3AH2hJnmaE4eGcltD_9zUsP0HpEuziWHbM0lumVvLyDow

If prompted for a passcode, please enter:

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Filed via MuckRock.com

E-mail (Preferred): 137279-25427516@requests.muckrock.com

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The requested documents will be made available to the general public. Thank you in advance for your anticipated cooperation in this matter. We look forward to receiving your response to this request within 5 business days, as the statute requires.

To Whom It May Concern: I wanted to follow up on the following Washington Public Records Act request, copied below, and originally submitted on Dec. 1, 2022. Please let me know when I can expect to receive a response. Thanks for your help, and let me know if further clarification is needed.

Dear :

Thank you for your interest in public records of Highline Public Schools. Your request has been received and is being processed in accordance with the State of Washington Public Records Act, Chapter 42.56 RCW. Your request was received in this office on 12/6/2022 and given the reference number P000434-120622 for tracking purposes. NOTE: The day the request is received does not count as one of the five (5) days. Weekends and holidays observed by the agency are also excluded in the calculation. If your request has been submitted on the weekend, or on a holiday, the date received is the next business day. Records Requested: See Attached

Not all public documents are available in electronic format. If the document(s) requested are not available electronically, we will make them available for inspection or by paper copy in accordance with the Public Records Act, Chapter 42.56 RCW.

Your request will be forwarded to the relevant department(s) to locate the information you seek and to determine the volume and any costs associated with satisfying your request. You will be contacted about the availability and/or provided with copies of the records in question. PLEASE NOTE: The State of Washington Public Records Act, Chapter 42.56 RCW, does not require a governmental body to create new information, to do legal research, or to answer questions.

You can monitor the progress of your request at the link below and you'll receive an email when your request has been completed. Again, thank you for using the Records Center. Highline Public Schools

To monitor the progress or update this request please log into the Records Center (https://highlineschool.mycusthelp.com/WEBAPP/_rs/CustomIssues.aspx)

Dear , Thank you for registering with the Highline Public Schools Public Records Center. (https://highlineschool.mycusthelp.com/WEBAPP/_rs/SupportHome.aspx) Please log in to the Records Center to update any contact or password information and to track the progress of your request. Your Login ID is: 137279-25427516@requests.muckrock.com

If you have never used this system, your account has been created by a Highline Public Schools staff member. You may request a temporary password to track the status of your request, manage account information, and retrieve responsive records here: Request Temporary Password (https://highlineschool.mycusthelp.com/WEBAPP/_rs/ForgotPassword.aspx) Thank you, Highline Public Schools, WA. This is an auto-generated email and has originated from an unmonitored email account. Please DO NOT REPLY

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--- Please respond above this line ---

RE: PUBLIC RECORDS REQUEST of December 06, 2022, Reference # P000434-120622, Closing Letter Highline Public Schools received two public records requests from you on December 6, 2022. We are responding to the two requests that were receive in an email box that is not used to receive or respond to public records requests. The emailed requests are both electronically date stamped December 1, 2022. Both requests are for the same records. The District has determined that the public records requests are bot requests. According to RCW 42.56.080 (3) "An agency may deny a bot request that is one of multiple requests from the requestor to the agency within a twenty-four hour period, if the agency establishes that responding to the multiple requests would cause excessive interference with other essential functions of the agency. For purposes of this subsection, "bot request" means a request for public records that an agency reasonably believes was automatically generated by a computer program or script. Public records request Reference #P000434-120622 and P000435-120622 are now closed. Let us know if you have any questions.

Sincerely,

Michelle Terry

Certified Public Records Officer

Policy & Strategy

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TO: publicrecordsrequest@highlineschools.org
FROM: 137279-25427516@requests.muckrock.com
DATE: 12-01-2022

Highline Public Schools District
Washington Public Records Act Office
15675 Ambaum Blvd. SW
Burien, WA 98166

December 1, 2022

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auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1p0qlA%3AH2hJnmaE4eGc1tD_9zUsP0HpEuz
iWHbM0lumVvLyDow

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FROM: 137279-25427516@requests.muckrock.com
DATE: 12-02-2022
Highline Public Schools District
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15675 Ambaum Blvd. SW
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December 2, 2022

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COMMERCIAL PURPOSE DECLARATION

The Washington State Public Records Act prohibits the disclosure of "lists of individuals" for a commercial purpose (RCW 42.56.070(8)). I declare this public records request is not being made for any commercial purpose whatsoever. Also, this public records request is not being made for a "list of individuals." This declaration satisfies all requirements of RCW 42.56 regarding prohibitions on lists and commercial purposes. No additional commercial purpose declaration will be completed for this public records request.

The requested documents will be made available to the general public.

Thank you in advance for your anticipated cooperation in this matter. We look forward to receiving your response to this request within 5 business days, as the statute requires.

View request history, upload responsive documents, and report problems here:
https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2021-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2021-137279%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEH8PlgY5XbjNfC97GhukhAOHg%3A1p0z8r%3A4SBFI-dIWcxAiYF8IOH89bDxKYqNPc5Ixn61T9WgQc8

If prompted for a passcode, please enter:

CVXKBXMV

Filed via MuckRock.com

E-mail (Preferred): 137279-25427516@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS

For mailed responses, please address (see note):

MuckRock News

DEPT MR 137279

263 Huntington Ave

Boston, MA 02115

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with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

Hello,

Sorry if for some reason the same public records request was inadvertently sent twice. This is not a "bot" request. Regardless, I will resubmit the request dated today 12-8-21.

Highline Public Schools District
Washington Public Records Act Office
15675 Ambaum Blvd. SW
Burien, WA 98166
via email: publicrecordsrequest@highlineschools.org

December 8, 2022

HIGHLINE PUBLIC SCHOOLS DISTRICT (2021) Request for a complete electronic copy of all Public Records Requests received by the District including the District Responses for the year 2021

To Whom It May Concern:

Pursuant to the Washington Public Records Act [RCW 42.56] I hereby request the following records:

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Note: Parents and students seeking GRADES and/or TRANSCRIPTS in the year 2021 can be excluded from this request.

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Please do not direct or invite us to use, register for, or communicate with your agency via any 3rd party portal including but not limited to FOIAOnline, GovQA, NextRequest, FOIAExpress, JustFOIA FOIADirect, WebForm, or any other commercial 3rd party records portal service.

RCW 42.56.080 - Identifiable records "Facilities for copying" Availability of public records.

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NATIVE ELECTRONIC FORMAT

Please provide all identified public records in their NATIVE electronic format. Unless the records exist IN PAPER FORM ONLY, DO NOT instead create new records by printing native stored electronic files, then scanning and re-printing these newly scanned prints only to reproduce them in again in electronic production.

FEES

In the event that there are fees, please inform us of the total charges in advance of fulfilling the request in strict compliance with all provisions of the Washington State Public Records Act.

EXEMPTION - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Take caution with the broad application of redaction and withholding of identified public records claiming "global FERPA" exemptions. When an agency claims an exemption for an entire record or portion of one, it must inform the requestor of the statutory exemption and provide a brief explanation of how the exemption applies to the record or portion withheld. RCW 42.17.310(4)/42.56.210(3). The brief explanation should cite the statute the agency claims grant an exemption from disclosure. The brief explanation should provide enough information for a requestor to make a threshold determination of whether the claimed exemption is proper. Global, nonspecific claims of exemption such as "FERPA" are insufficient. One way to properly provide a brief explanation of the withheld record or redaction is for the agency to provide a withholding index. It identifies the type of record, its date and number of pages, and the author or recipient of the record (unless their identity is exempt). The withholding index should allow a requestor to make a threshold determination of whether the agency has properly invoked the exemption. There are several exceptions to the FERPA exemption and any agency silently withholding large swaths of public records citing "FERPA!" without providing the original identified record, properly redacted, or if withheld in its entirety, providing a record description and page count or record length, will be challenged in accordance with RCW 42.56.550 if a reasonably detailed withholding index or exemption log is not included.

EXEMPTION LOGS

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137279%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1p0qlA%3AH2hJnmaE4eGcltD_9zUsP0HpEuziWHbM0lumVvLyDow

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Hello,

The only emails I sent in regards to this request were dated 12-1-22 and 12-2-22 (follow up.) Please note the request based unique email address. No email was sent regarding this request on 12-6-22. Feel free to contact MUCKROCK directly via email or telephone (info@muckrock.com) if you have any questions. Muckrock does not do "bot" requests. You have been notified. Thank you.

Hello,

What is the status of this public records request? I need to be able to make a "threshold determination" if the request has been improperly rejected/denied per RCW 42.56.

Thank you.

Dear :

Thank you for your interest in public records of Highline Public Schools. Your request has been received and is being processed in accordance with the State of Washington Public Records Act, Chapter 42.56 RCW. Your request was received in this office on 12/13/2022 and given the reference number P000442-121322 for tracking purposes. NOTE: The day the request is received does not count as one of the five (5) days. Weekends and holidays observed by the agency are also excluded in the calculation. If your request has been submitted on the weekend, or on a holiday, the date received is the next business day. Records Requested: Request #1

December 8, 2022

This is a follow up to a previous request:

Hello,

Sorry if for some reason the same public records request was inadvertently sent twice. This is not a "bot" request. Regardless, I will resubmit the request dated today 12-8-21.

Highline Public Schools District
Washington Public Records Act Office
15675 Ambaum Blvd. SW
Burien, WA 98166

via email: publicrecordsrequest@highlineschools.org

December 8, 2022

HIGHLINE PUBLIC SCHOOLS DISTRICT (2021) Request for a complete electronic copy of all Public Records Requests received by the District including the District Responses for the year 2021

To Whom It May Concern:

Pursuant to the Washington Public Records Act [RCW 42.56] I hereby request the following records:

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FEES

In the event that there are fees, please inform us of the total charges in advance of fulfilling the request in strict compliance with all provisions of the Washington State Public Records Act.

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EXEMPTION LOGS

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The requested documents will be made available to the general public.

Thank you in advance for your anticipated cooperation in this matter. We look forward to receiving your response to this request within 5 business days, as the statute requires.

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If prompted for a passcode, please enter:

CVXKBXMV

Filed via MuckRock.com

E-mail (Preferred): 137279-25427516@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS

For mailed responses, please address (see note):

MuckRock News

DEPT MR 137279

263 Huntington Ave

Boston, MA 02115

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Not all public documents are available in electronic format. If the

document(s) requested are not available electronically, we will make them available for inspection or by paper copy in accordance with the Public Records Act, Chapter 42.56 RCW.

Your request will be forwarded to the relevant department(s) to locate the information you seek and to determine the volume and any costs associated with satisfying your request. You will be contacted about the availability and/or provided with copies of the records in question. PLEASE NOTE: The State of Washington Public Records Act, Chapter 42.56 RCW, does not require a governmental body to create new information, to do legal research, or to answer questions.

You can monitor the progress of your request at the link below and you'll receive an email when your request has been completed. Again, thank you for using the Records Center. Highline Public Schools
To monitor the progress or update this request please log into the Records Center (https://highlineschool.mycusthelp.com/WEBAPP/_rs/CustomIssues.aspx)

Dear :

Thank you for your interest in public records of Highline Public Schools. Your request has been received and is being processed in accordance with the State of Washington Public Records Act, Chapter 42.56 RCW. Your request was received in this office on 12/13/2022 and given the reference number P000443-121322 for tracking purposes. NOTE: The day the request is received does not count as one of the five (5) days. Weekends and holidays observed by the agency are also excluded in the calculation. If your request has been submitted on the weekend, or on a holiday, the date received is the next business day. Records Requested: Request #2

December 8, 2022

HIGHLINE PUBLIC SCHOOLS DISTRICT (2021) Request for a complete electronic copy of all Public Records Requests received by the District including the District Responses for the year 2021

To Whom It May Concern:

Pursuant to the Washington Public Records Act [RCW 42.56] I hereby request the following records:

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auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1p0qlA%3AH2hJnmaE4eGc1tD_9zUsP0HpEuz
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?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2021-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2021-137279%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1p3OVi%3APcDQ6o9-PE8XBJGzq8Y78dJds7nar35DuH7Zzn6tShE

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To monitor the progress or update this request please log into the Records Center (https://highlineschool.mycusthelp.com/WEBAPP/_rs/CustomIssues.aspx)

--- Please respond above this line ---

RE: PUBLIC RECORDS REQUEST of December 13, 2022, Reference # P000442-121322
Five-Day Letter
Dear 137279,

Highline Public Schools received a public records request from you on December 13, 2022 dated December 8, 2022. We are responding to a request that you sent to an email box in our District that is not used to receive or respond to public records requests. The email box is not monitored for new requests or requester responses. When you emailed your request, you should have received an automatic reply directing you to this portal or US Mail. We noticed that you did not create a new request, therefore, we created one for you. Please discontinue sending requests and responses to all email boxes in the District. We have set up several ways to receive and respond to public records requests. For more information, login into our website at <http://https://www.highlineschools.org/departments/records/public-records>. We also received a duplicate request from you Reference # P000443-121322. Would you like to withdrawal one of the duplicate requests? If we do not hear from you through this portal or through US Mail, we will assume that you would like us to process and bill you for both requests. (<http://https://www.highlineschools.org/departments/records/public-records>)

All requests are processed though this portal according to our procedures. You indicated that you do not wish to correspond with us through this portal due to the need to create a login and password. We would like to inform you that we have 2 ways of communicating with requesters, though this portal and through U.S, Mail at: Highline Public Schools 15675 Ambaum Blvd. SW, Burien, WA 98166, Attn: Public Records Officer. We will prepare all correspondence through the portal according to our procedures. All correspondence that we prepare will be automatically emailed to you. If you do not wish to log into this portal to respond to us, please send all correspondence through US Mail. This request will be expensive and time consuming to fulfill due to the large volume of records that you requested. All responsive records will be provided to you in installments, and you will be billed for each installment as they are produced. You may be required to pay 10% of the total charge for the responsive records prior to the District releasing your first installment. The District will provide an estimated cost to you only if will not delay processing this request. The District will only be able to provide the records to you to the extent that the records are in the District's possession. Previously submitted requests may contain a list of individuals. Prior to receiving the records, we will require you to complete a Commercial Purpose Declaration for all lists of individuals. Responsive documents will be produced in Adobe PDF Format and will be available to you through this portal. If you do not wish to receive the records through this portal, you may pay for the records to be loaded onto a cd.

You requested the following documents:

"December 8, 2022

This is a follow up to a previous request:

Hello,

Sorry if for some reason the same public records request was inadvertently sent twice. This is not a "bot" request. Regardless, I will resubmit the request dated today 12-8-21.

Highline Public Schools District
Washington Public Records Act Office

15675 Ambaum Blvd. SW

Burien, WA 98166

via email: publicrecordsrequest@highlineschools.org

December 8, 2022

HIGHLINE PUBLIC SCHOOLS DISTRICT (2021) Request for a complete electronic copy of all Public Records Requests received by the District including the District Responses for the year 2021

To Whom It May Concern:

Pursuant to the Washington Public Records Act [RCW 42.56] I hereby request the following records:

1. I request a complete electronic copy of all Public Records Requests received by your agency in the year 2021 and a complete electronic copy of your agency's Responses to each of these Public Records Requests for the year 2021.

Note: Parents and students seeking GRADES and/or TRANSCRIPTS in the year 2021 can be excluded from this request.

PRODUCTION AND DELIVERY OF ELECTRONIC RECORDS

The use of 3rd party portals (Such as GOVQA or NEXTREQUEST) for communication and production of records in response to a public records request is optional for the requestor in the State of Washington.

Respectfully we decline to use any 3rd party "portal" system, specifically GOVQA and NEXTREQUEST. Please provide all records electronically via direct email attachment, or via no password, no registration internet cloud-based download link.

Please do not direct or invite us to use, register for, or communicate with your agency via any 3rd party portal including but not limited to FOIAOnline, GovQA, NextRequest, FOIAExpress, JustFOIA FOIADirect, WebForm, or any other commercial 3rd party records portal service.

RCW 42.56.080 - Identifiable records Facilities for copying Availability of public records.

"...Agencies shall honor requests received in person during an agency's normal office hours, or by mail or email, for identifiable public records unless exempted by provisions of this chapter. No official format is required for making a records request; however, agencies may recommend that requestors submit requests using an agency provided form or web page."

This public records request is being made via email. This public records request will be honored and fulfilled by your agency via email as requested or relief will be sought per statute.

NATIVE ELECTRONIC FORMAT

Please provide all identified public records in their NATIVE electronic format. Unless the records exist IN PAPER FORM ONLY, DO NOT instead create new records by printing native stored electronic files, then scanning and re-printing these newly scanned prints only to reproduce them in again in electronic production.

FEES

In the event that there are fees, please inform us of the total charges in advance of fulfilling the request in strict compliance with all provisions of the Washington State Public Records Act.

EXEMPTION - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Take caution with the broad application of redaction and withholding of identified public records claiming "global FERPA" exemptions. When an agency claims an exemption for an entire record or portion of one, it must inform the requestor of the statutory exemption and provide a brief explanation of

how the exemption applies to the record or portion withheld. RCW 42.17.310(4)/42.56.210(3). The brief explanation should cite the statute the agency claims grant an exemption from disclosure. The brief explanation should provide enough information for a requestor to make a threshold determination of whether the claimed exemption is proper. Global, nonspecific claims of exemption such as "FERPA" are insufficient. One way to properly provide a brief explanation of the withheld record or redaction is for the agency to provide a withholding index. It identifies the type of record, its date and number of pages, and the author or recipient of the record (unless their identity is exempt). The withholding index should allow a requestor to make a threshold determination of whether the agency has properly invoked the exemption. There are several exceptions to the FERPA exemption and any agency silently withholding large swaths of public records citing "FERPA!" without providing the original identified record, properly redacted, or if withheld in its entirety, providing a record description and page count or record length, will be challenged in accordance with RCW 42.56.550 if a reasonably detailed withholding index or exemption log is not included.

EXEMPTION LOGS

Please ensure all redactions or exemptions claimed by your agency in the production of responsive records are accompanied by a complete and detailed exemption log noting the valid legal reason for each exemption at each redaction location in the record produced, as well as the specific number of pages if any that your agency redacts or withholds in their entirety. Each redaction should be noted by footnote or by a clear reference to the specific justification for that redaction, and only the minimal exempt portion of any record may be withheld.

COMMERCIAL PURPOSE DECLARATION

The Washington State Public Records Act prohibits the disclosure of "lists of individuals" for a commercial purpose (RCW 42.56.070(8)). I declare this public records request is not being made for any commercial purpose whatsoever. Also, this public records request is not being made for a "list of individuals." This declaration satisfies all requirements of RCW 42.56 regarding prohibitions on lists and commercial purposes. No additional commercial purpose declaration will be completed for this public records request.

The requested documents will be made available to the general public. Thank you in advance for your anticipated cooperation in this matter. We look forward to receiving your response to this request within 5 business days, as the statute requires.

View request history, upload responsive documents, and report problems here:
https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2021-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2021-137279%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1p0qlA%3AH2hJnmaE4eGcltD_9zUsP0HpEuziWHbM0lumVvLyDow

If prompted for a passcode, please enter:

CVXKBMV

Filed via MuckRock.com

E-mail (Preferred): 137279-25427516@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS

For mailed responses, please address (see note):

MuckRock News
DEPT MR 137279
263 Huntington Ave
Boston, MA 02115

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

View request history, upload responsive documents, and report problems here:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2021-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2021-137279%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1p30Vi%3APcDQ6o9-PE8XBJGzq8Y78dJds7nar35DuH7Zzn6tShE

If prompted for a passcode, please enter:

CVXKBXMV

Filed via MuckRock.com

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Please review a copy of our fee schedule which is located here <https://www.highlineschools.org/departments/records/public-records>. We will inform you in advance if charges will apply and you will be given an opportunity to consent to the charges in advance. (<https://www.highlineschools.org/departments/records/public-records>)

To correspond with us, log into the Records Center, and reference your Public Records Request P000442-121322, or by US Mail at Highline Public Schools, 15675 Ambaum Blvd. SW, Burien, WA 98166. Include your Reference Number in your correspondence. Discontinue utilizing email boxes that are not set up to receive responses from requesters, Again, we ask that you utilize either this portal or US Mail to communicate with us. We are not responsible for delayed, lost, or unanswered responses sent to email boxes throughout the District. (https://highlineschool.mycusthelp.com/WEBAPP/_rs/supporthome.aspx)

We will notify you by March 23, 2023, to provide you with an estimated cost. The estimated time frame is based on the following factors: The volume and complexity of other public records requests currently pending with the District The volume and complexity of your request

Third party notices will be required The fact that you requested records that may need to be redacted and redaction log created The fact that

the district will be closed for an upcoming holiday

Please note that RCW 42.56.070 provides in part:

(8) This chapter shall not be construed as giving authority to any agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives to give, sell or provide access to lists of individuals requested for commercial purposes, and agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives shall not do so unless specifically authorized or directed by law.....

Let us know if you have any questions.

Sincerely,

Michelle Terry

Certified Public Records Officer

Policy & Strategy

--- Please respond above this line ---

RE: PUBLIC RECORDS REQUEST of December 13, 2022, Reference # P000443-121322
Five-Day Letter

Dear 137279 ,

Highline Public Schools received a public records request from you on December 13, 2022 dated December 8, 2022. We are responding to a request that you sent to an email box in our District that is not used to receive or respond to public records requests. The email box is not monitored for new requests or requester responses. When you emailed your request, you should have received an automatic reply directing you to this portal or US Mail. We noticed that you did not create a new request, therefore, we created one for you. Please discontinue sending requests and responses to all email boxes in the District. We have set up several ways to receive and respond to public records requests. For more information, login into our website at <http://https://www.highlineschools.org/departments/records/public-records> (<http://https://www.highlineschools.org/departments/records/public-records>) . We also received a duplicate request from you Reference # P000442-121322. Would you like to withdrawal one of the duplicate requests? If we do not hear from you through this portal or through US Mail, we will assume that you would like us to process and bill you for both requests. All requests are processed though this portal according to our procedures. You indicated that you do not wish to correspond with us through this portal due to the need to create a login and password. We would like to inform you that we have 2 ways of communicating with requesters, though this portal and through U.S, Mail at: Highline Public Schools 15675 Ambaum Blvd. SW, Burien, WA 98166, Attn: Public Records Officer. We will prepare all correspondence through the portal according to our procedures. All correspondence that we prepare will be automatically emailed to you. If you do not wish to login to this portal to respond to us, please send all correspondence through US Mail. This request will be expensive and time consuming to fulfill due to the large volume of records that you requested. All responsive records will be provided to you in installments, and you will be billed for each installment as they are produced. You may be required to pay 10% of the total charge for the responsive records prior to the District releasing your first installment. The District will provide an estimated cost to you only if will not delay processing this request. The District will only be able to provide the records to you to the extent that the records are in the District's possession. Previously submitted requests may contain a list of individuals. Prior to receiving the records, we will require you to complete a Commercial Purpose Declaration for all lists of individuals. Responsive documents will be produced in Adobe PDF Format and will be available to you through this portal. If you do not wish to receive the records through this portal, you may pay for the records to be loaded onto a cd. You requested the following documents: "December 8, 2022 HIGHLINE PUBLIC SCHOOLS DISTRICT" (2021) Request for a complete electronic copy of all Public Records Requests received by the District including the District Responses for the year 2021

To Whom It May Concern:

Pursuant to the Washington Public Records Act [RCW 42.56] I hereby request the following records:

1. I request a complete electronic copy of all Public Records Requests received by your agency in the year 2021 and a complete electronic copy of your agency's Responses to each of these Public Records Requests for the year 2021.

Note: Parents and students seeking GRADES and/or TRANSCRIPTS in the year 2021 can be excluded from this request.

PRODUCTION AND DELIVERY OF ELECTRONIC RECORDS

The use of 3rd party "portals" (Such as GOVQA or NEXTREQUEST) for communication and production of records in response to a public records request is optional for the requestor in the State of Washington.

Respectfully we decline to use any 3rd party "portal" system, specifically GOVQA and NEXTREQUEST. Please provide all records electronically via direct email attachment, or via no password, no registration internet cloud-based download link.

Please do not direct or invite us to use, register for, or communicate with your agency via any 3rd party portal including but not limited to FOIAOnline, GovQA, NextRequest, FOIAExpress, JustFOIA FOIADirect, WebForm, or any other commercial 3rd party records portal service.

RCW 42.56.080 - Identifiable records "Facilities for copying" Availability of public records.

"...Agencies shall honor requests received in person during an agency's normal office hours, or by mail or email, for identifiable public records unless exempted by provisions of this chapter. No official format is required for making a records request; however, agencies may recommend that requestors submit requests using an agency provided form or web page."

This public records request is being made via email. This public records request will be honored and fulfilled by your agency via email as requested or relief will be sought per statute.

NATIVE ELECTRONIC FORMAT

Please provide all identified public records in their NATIVE electronic format. Unless the records exist IN PAPER FORM ONLY, DO NOT instead create new records by printing native stored electronic files, then scanning and re-printing these newly scanned prints only to reproduce them in again in electronic production.

FEES

In the event that there are fees, please inform us of the total charges in advance of fulfilling the request in strict compliance with all provisions of the Washington State Public Records Act.

EXEMPTION - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Take caution with the broad application of redaction and withholding of identified public records claiming "global FERPA" exemptions. When an agency claims an exemption for an entire record or portion of one, it must inform the requestor of the statutory exemption and provide a brief explanation of how the exemption applies to the record or portion withheld. RCW 42.17.310(4)/42.56.210(3). The brief explanation should cite the statute the agency claims grant an exemption from disclosure. The brief explanation should provide enough information for a requestor to make a threshold determination of whether the claimed exemption is proper. Global, nonspecific claims of exemption such as "FERPA" are insufficient. One way to properly provide a brief explanation of the withheld record or redaction is for the agency to provide a withholding index. It identifies the type of record, its date and number of pages, and the author or recipient of the record (unless their identity is exempt). The withholding index should allow a requestor to make a threshold determination of whether the agency has properly invoked the exemption. There are several exceptions to the FERPA exemption and any agency silently withholding large swaths of public records citing "FERPA!" without providing the original identified record, properly redacted, or if withheld

in its entirety, providing a record description and page count or record length, will be challenged in accordance with RCW 42.56.550 if a reasonably detailed withholding index or exemption log is not included.

EXEMPTION LOGS

Please ensure all redactions or exemptions claimed by your agency in the production of responsive records are accompanied by a complete and detailed exemption log noting the valid legal reason for each exemption at each redaction location in the record produced, as well as the specific number of pages if any that your agency redacts or withholds in their entirety. Each redaction should be noted by footnote or by a clear reference to the specific justification for that redaction, and only the minimal exempt portion of any record may be withheld.

COMMERCIAL PURPOSE DECLARATION

The Washington State Public Records Act prohibits the disclosure of "lists of individuals" for a commercial purpose (RCW 42.56.070(8)). I declare this public records request is not being made for any commercial purpose whatsoever. Also, this public records request is not being made for a "list of individuals." This declaration satisfies all requirements of RCW 42.56 regarding prohibitions on lists and commercial purposes. No additional commercial purpose declaration will be completed for this public records request.

The requested documents will be made available to the general public.

Thank you in advance for your anticipated cooperation in this matter. We look forward to receiving your response to this request within 5 business days, as the statute requires.

View request history, upload responsive documents, and report problems here:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-2021-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2021-137279%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1p0qlA%3AH2hJnmaE4eGcltD_9zUsP0HpEuziWHbM0lumVvLyDow

If prompted for a passcode, please enter:

CVXKBXMV

Filed via MuckRock.com

E-mail (Preferred): 137279-25427516@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS

For mailed responses, please address (see note):

MuckRock News

DEPT MR 137279

263 Huntington Ave

Boston, MA 02115

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

View request history, upload responsive documents, and report problems here:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-

29082%252Fhighline-public-schools-district-2021-request-for-a-complete-electronic-copy-of-all-public-records-requests-received-by-the-district-including-the-district-responses-for-the-year-2021-137279%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1p30Vi%3APcDQ6o9-PE8XBJGzq8Y78dJds7nar35DuH7Zzn6tShE

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Policy & Strategy

VIA EMAIL TO: Michelle Terry [michelle.terry@highlineschools.org]
Highline Public Schools received a public records request from you on December 13, 2022 dated December 8, 2022. We are responding to a request that you sent to an email box in our District that is not used to receive or respond to public records requests.

THEN WHY IS THE EMAIL ADDRESS publicrecordsrequest@highlineschools.org?

The email box is not monitored for new requests or requester responses.

THEN HOW DID YOU RECEIVE AND RESPOND TO THE REQUEST?

When you emailed your request, you should have received an automatic reply directing you to this portal or US Mail.

I DID NOT RECEIVE AN AUTO REPLY.

We noticed that you did not create a new request, therefore, we created one for you.

I DID NOT ASK YOU TO DO THIS.

Please discontinue sending requests and responses to all email boxes in the District.

NO.

We have set up several ways to receive and respond to public records requests. For more information, login into our website at <http://https://www.highlineschools.org/departments/records/public-records> (<http://https://www.highlineschools.org/departments/records/public-records>).

GOOD FOR YOU.

We also received a duplicate request from you Reference # P000442-121322. Would you like to withdrawal one of the duplicate requests?

I ONLY HAVE ONE REQUEST. YOU SEEM TO WANT TO PLAY GAMES BY CLAIMING I HAVE MULTIPLE REQUESTS OR THAT THIS IS A "BOT" REQUEST. IT IS NOT. THIS PUBLIC RECORDS REQUEST IS ORIGINALLY DATED 12-01-2022.

If we do not hear from you through this portal or through US Mail, we will assume that you would like us to process and bill you for both requests.

NO. JUST THE 12-01-2022 REQUEST.

All requests are processed through this portal according to our procedures. You indicated that you do not wish to correspond with us through this portal due to the need to create a login and password. We would like to inform you that we have 2 ways of communicating with requesters, through this portal and through U.S. Mail at: Highline Public Schools 15675 Ambaum Blvd. SW, Burien, WA 98166, Attn: Public Records Officer. We will prepare all correspondence through the portal according to our procedures. All correspondence that we prepare will be automatically emailed to you. If you do not wish to login to this portal to respond to us, please send all correspondence through US Mail. THANK YOU, NO.

Previously submitted requests may contain a list of individuals. Prior to receiving the records, we will require you to complete a Commercial Purpose Declaration for all lists of individuals.

I ALREADY COVERED THIS IN MY ORIGINAL REQUEST:

"COMMERCIAL PURPOSE DECLARATION

The Washington State Public Records Act prohibits the disclosure of "lists of individuals" for a commercial purpose (RCW 42.56.070(8)). I declare this public records request is not being made for any commercial purpose whatsoever. Also, this public records request is not being made for a "list of individuals." This declaration satisfies all requirements of RCW 42.56 regarding prohibitions on lists and commercial purposes. No additional commercial purpose declaration will be completed for this public records request."

Responsive documents will be produced in Adobe PDF Format and will be

available to you through this portal. If you do not wish to receive the records through this portal, you may pay for the records to be loaded onto a cd.

OK.

Discontinue utilizing email boxes that are not set up to receive responses from requesters, Again, we ask that you utilize either this portal or US Mail to communicate with us.

NO.

We are not responsible for delayed, lost, or unanswered responses sent to email boxes throughout the District.

YES, YOU ARE. MEANWHILE I AM NOT SENDING ANY EMAIL "TO EMAIL BOXES THROUGHOUT THE DISTRICT. ONLY TO YOU, THE PUBLIC RECORDS OFFICER."

We will inform you in advance if charges will apply and you will be given an opportunity to consent to the charges in advance. (<https://www.highlineschools.org/departments/records/public-records>) We will notify you by March 23, 2023, to provide you with an estimated cost. The estimated time frame is based on the following factors: The volume and complexity of other public records requests currently pending with the District The volume and complexity of your request Third party notices will be required The fact that you requested records that may need to be redacted and redaction log created The fact that the district will be closed for an upcoming holiday Let us know if you have any questions. Sincerely, Michelle Terry Certified Public Records Officer
Policy & Strategy
OK

01-03-23

Hello,

When can we expect a response to communications regarding this public records request?

Thank you

01-03-23

Hello,

When can we expect a response to communications regarding this public records request?

Thank you