



Ellensburg School District #401

1300 East Third Avenue. Ellensburg, WA 98926
Phone: 509.925.8000 Fax: 509.925.8025

PUBLIC RECORDS REQUEST FORM

Requester's Name: _____

Date: _____

Mailing Address: _____

Phone: _____ **E-mail:** _____

Describe the records you are requesting and provide any additional information to help locate the records, such as author, recipient, title, and pertinent dates. Attach additional pages if necessary.

After requested records are retrieved, I would like to:

- Inspect the records
- Receive hard copies via **mail** or **pickup** (please circle one)
- Receive electronic copies via email

If you are requesting copies (either hard copy or via email) you will be charged in accordance with the ESD Fee Schedule as posted on our Web (site www.esd.org). We will notify you of the copy cost and send the records to you upon receipt of payment. If you prefer to pick the records up here at the District Administration Offices, you may submit your payment at that time.

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the State of Washington that the information obtained through this request will not be used for commercial purposes.

Deliver/Mail/Fax Completed Request Form to:

Ellensburg School District #401
 Attn: Superintendent's Office
 1300 East Third Avenue
 Ellensburg, WA 98926

 Fax: (509) 925-8025