



Washougal School District No. 112-6

4855 Evergreen Way
Washougal, WA 98671

REQUEST FOR PUBLIC RECORD

Not a request for transcripts

NAME		DATE	
FIRM/ORGANIZATION			
ADDRESS		TELEPHONE NUMBER	CELL FAX
CITY/STATE/ZIP		E-- MAIL	

Provide a description of the public records you are requesting that is sufficiently specific (name and date or period of time if known) to Washougal School District to identify and locate the records. (Use additional pages if necessary)

I prefer to view records at WSD's Central Office

I prefer copies of records

I prefer electronic records

DELIVER/MAIL/FAX/E-MAIL YOUR REQUEST TO:

Washougal School District No. 112-6

4855 Evergreen Way
Washougal, WA 98671
(360) 954-3099 – Fax
publicrecordsrequest@washougalsd.org

PLEASE NOTE:

There is no charge to view documents at central office (4855 Evergreen Way in Washougal, WA)

No documents will be released until full payment is received.

FEES:

- | | |
|----------------------|---|
| \$0.15/page | Printed copies of Documents |
| Actual cost | Maps, computer disks, binders, etc. |
| Actual cost | Postage charges for mailing requested records |
| \$0.10/page | Scans into electronic format |
| \$0.05 per 4 records | Electronic files or attachments to email or other electronic delivery |
| \$0.10/gigabyte | Transmission of records in an electronic format |
| Actual cost | Digital storage media or device |