



# Valley School District No. 070

3030 Huffman Road • Valley, WA 99181 • Ph: (509) 937-2791 • Fax: (509) 937-2691 • www.valleysd.org

## Public Records Request Form

Full Name		Date
Business/Organization Name (if applicable)		
Mailing Address		
City/State/Zip	E-Mail	
Phone Number	Mobile Number	FAX Number

Please provide a detailed description of the record(s) you are requesting that is sufficiently specific to identify and locate the records (use additional pages as necessary):

- I understand that I will be charged a fee for copies of public records, generally not to exceed \$0.15 per page, plus the actual costs of supplies and postage, if applicable. Additional fees may be charged in accordance with the Public Records Act. I understand I may inspect public records at no cost at the district office by appointment (a staff member will be present).
- I wish to receive a copy of Valley School District’s policy and procedure concerning public access to district records.
- I understand that my request is subject to disclosure under the Washington State Public Records Act. I certify that the information in the requested public records will not be used for commercial purposes.

Signature	Date
-----------	------

Send completed request to: **Mail:** Public Records Officer  
Valley School District  
3030 Huffman Road  
Valley, WA 99181  
**FAX:** 509-937-2691  
**E-Mail:** [publicrecordsofficer@valleysd.org](mailto:publicrecordsofficer@valleysd.org)  
**Phone:** 509-937-2771