

Hockinson School District No. 98  
Request to Inspect Public Records

Date \_\_\_\_\_

In accordance with RCW Chapter 42.56, the undersigned requests to examine and/or copy specific records or portions thereof.

Signature: \_\_\_\_\_

**Please be advised:** All public records requests, and information contained therein, will be reported to the Hockinson School Board in a Public Transparency Report on a regular basis, at which point the request itself becomes available as a public record. The information may also be posted on the District website.

\_\_\_\_\_  
*Name/Organization of Requester*                      *Phone*                      *Email Address*

\_\_\_\_\_  
*Address of Requester*                      *City*                      *State*                      *Zip*

**You are requesting records from the:**

- District Office     High School     Middle School     Elementary School     Maintenance

**What type of records do you want (if any exist)?**

- Files     Emails

**What type of responsive documents do you want to receive or review (if any exist)?**

- Hard Copies     Digital Copies

**How do you want to receive responsive documents (if any exist)?**

- U.S. Mail     Email     I want to view documents only (This must be scheduled in advance.)

**Search Records for the following dates:**

*Please add additional,  
specific instruction below*

\_\_\_\_\_  
*Beginning Date*                      *Ending Date*

**Record Request Description** - Please be as specific as possible. Additional time may be necessary for clarification. Use additional pages if necessary.