

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**  
**Request for Information**  
**Public Disclosure Law (RCW 42.56)**

The District will acknowledge a written request from any person for inspection and copying of any public record or records within five business days. The District may respond by providing the record(s), denying the request, in whole or in part and the reason for the denial, or acknowledging receipt of the request and providing a reasonable estimate of the time required for the District to respond.

Name (Please print) \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

OR

Email Address \_\_\_\_\_

Telephone (optional) \_\_\_\_\_

1. Specification of the records or types of records requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. State whether you want to first inspect the documents, or have them copied without your inspection first and mailed or emailed to you:

\_\_\_\_\_

\_\_\_\_\_

There is no cost to inspect records. Paper or electronic copies may have associated costs per District Procedure 4040P.

RCW 42.56.070(8) does not authorize the District to release lists of individuals for commercial purposes. By signing below, I certify that I will not use any list of individuals that I receive in response to this request for any commercial purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form to the Public Records Officer, 1610 Blaine St., Port Townsend WA 98368. For further information, contact the District Public Records Officer at (360) 379-4501, fax (360) 385-3617, or publicrecordsrequest@ptschools.org.