



**PUBLIC ACCESS TO DISTRICT RECORDS**  
**REQUEST FORM**

REQUESTER: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT MATTER \_\_\_\_\_

Pursuant to RCW Chapter 42.17 and Mount Vernon School Board Policy and Procedure 4040 relating to disclosure of public records, I formally request that the District's Records Custodian make available to me for examination and/or photocopying the following documents, unless said documents are exempted from disclosure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that a fee of 15 cents per page may be charged for any photocopies that relate to this request.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

DISPOSITION: Request Granted  Request Denied   
Reason for Denial: \_\_\_\_\_

PHOTOCOPY FEE \_\_\_\_\_ pages x 15 cents/page=\$ \_\_\_\_\_