

**Ferndale School District No. 502
Request to Inspect Public Records**

Part I

In accordance with the provisions of RCW Chapter 42.56 and School Board Policy No. 4340, the undersigned requests access to examine and/or copy specific records or portions thereof listed below. It is understood that a reasonable fee for copying or duplicating may be charged for copy or copies requested.

Name _____

Address _____

City, State, Zip _____

Phone _____

Signature _____

In listing public record(s) you wish to view and/or copy, please specify each item by title, form, number and detail. This information is necessary to facilitate location and identification of requested documents.

Title	Specification type of record	Review/ Copy	Number of Copies
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Intended use of documents: _____

For official use only

Date: _____ Location: _____

Location Public Records Custodian: _____

- Request Approved Viewed
- Request Approved In Part Copied, No. of Copies _____
- Request Denied Charge: _____

If request has been approved in part or denied, see reverse side of this form for explanation of limitations on inspection, copying and statement of reasons for partial approval or denial.

Part II

I. A. Limitations on inspection and copying:

B. Reasons for partial approval or denial:

II. A. Limitations on inspection and copying:

B. Reasons for partial approval or denial:

III. A. Limitations on inspection and copying:

B. Reasons for partial approval or denial:

IV. A. Limitations on inspection and copying:

B. Reasons for partial approval or denial:

NOTE: This form is to be completed by the location district records custodian, in triplicate, and copies retained by the custodian, person requesting inspection or copying, and the district records coordinator.