

Public Records Request Form

Use this form to request identifiable, existing district records under chapter 42.56 RCW. Use of this form is optional. Email the completed form or a written request to the Public Records Officer below.

Katie Chavarria, Superintendent/Principal and Public Records Officer
kchavarria@skamania.k12.wa.us | 509-427-8239

Requester information

Contact information is optional, but helps us clarify your request and deliver records. Provide an email or mailing address if you would like a written response.

Name

Request date

Organization or representative, if applicable

Email

Phone

Mailing address

Records requested

Describe the records as specifically as possible, including subjects, names, document types, or departments. Attach additional pages if needed.

Date range of records, if known

From

To

Access and delivery preferences

☐ Inspect records

☐ Electronic copies

☐ Paper copies

Delivery ☐ Email or download link

☐ Mail

☐ Pickup

Preferred file format

☐ Please contact me with a cost estimate before making copies.

What to expect

The district will provide an initial response within five business days of receipt under RCW 42.56.520. This may include records, a link, a time estimate, a clarification request, or a denial.

Inspection is free. Copying and delivery charges may apply as authorized by law. You may request a cost estimate before copies are made.

Some information may be withheld or redacted as required or permitted by law. Lists of individuals requested for commercial purposes may not be provided except as authorized by law (RCW 42.56.070(8)).

District use only

Request number

Date received