



SULTAN • STARTUP • GOLD BAR • INDEX

SULTAN SCHOOL DISTRICT No. 311

514 4th Street • Sultan, Washington 98294
(360) 793-9800 • Fax (360) 793-9890

Date received by Supt.'s Office _____

REQUEST FOR DOCUMENTS

The Sultan School District supports the concept of public disclosure; all records maintained by the Sultan School District are available for public inspection unless exempted by law. Upon receiving a request, the Sultan School District will respond within 5 business days and either provide the records, provide an estimate of the time necessary to respond to the request, contact the requestor to clarify the request, or deny the request with citation of exemption. If the request contains information exempt from disclosure, the district will provide as much of the record as possible with an explanation of the exemption or redaction. The charges for copying follow RCW 42.56.120 and the Sultan School District fines and fees schedule.

All requests for public documents must be in writing and include the following information:

Requestor's Printed Name: _____

Requestor's Signature: _____

Business Name (if appropriate) _____

Address _____

Telephone #(s) _____ Date _____

DOCUMENTS REQUESTED (Please identify specific documents sought) _____

FOR OFFICIAL USE ONLY

Directed to _____ Received by _____

Date Received _____ Response Due Date _____

RESPONSE SUMMARY

Delivered _____ Date _____ No. of Pages _____

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