



**FEDERAL WAY  
PUBLIC SCHOOLS**

**Request for Public Records**

Date \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email address \_\_\_\_\_

DETAILED description of the records/documents that you are requesting (use additional pages if needed):

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

**MAIL/FAX/EMAIL YOUR REQUEST TO:**

Federal Way Public Schools  
Attention: Public Records Coordinator  
33330 8<sup>th</sup> Avenue S.  
Federal Way, WA 98003

Phone number: (253) 945-2008  
Fax number: (253) 945-2001  
Email: publicrecordsrequest@fwps.org

**PLEASE NOTE:**

The District must receive payment of all costs associated with a public disclosure request prior to providing the documents. Actual copying costs are calculated based on the following charges; you will be notified of the total after the requested records are identified.

**Copying Fees:**

- \$0.15 each letter and legal sized documents
- \$0.50 each 11 x 17" size documents
- At Cost USB drive
- At Cost postage charges for mailing of requested materials

I understand that documents provided pursuant to my request may not be used for commercial purposes (RCW 42.17.260(5)). I agree not to use any such documents for commercial purposes and further agree not to give, sell or provide access to these documents to any person who intends to use or uses the list for commercial purposes.

FOR DISTRICT USE ONLY	
Date Received:	Received by:
Request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason for Denial:	
Payment Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Available:
Number of Pages:	Total Due:
Documents Provided By:	Date: