

COSMOPOLIS SCHOOL DISTRICT

REQUEST FOR PUBLIC RECORD

			DATE
NAME			
FIRM/ORGANIZATION			
ADDRESS-STREET	CITY	STATE	ZIP
TELEPHONE NUMBER (Business, Home, etc.)	EMAIL		
IDENTIFY IN <b>DETAIL</b> THE RECORDS/DOCUMENTS THAT YOU ARE REQUESTING: (Use additional pages if necessary)			

<b>MAIL/FAX/EMAIL YOUR REQUEST TO:</b>	
Cosmopolis School District	PHONE NUMBER 360-532-7181
Attn: Public Records Officer	FAX NUMBER 360-532-1535
PO Box 479	EMAIL <a href="mailto:cpatterson@cosmopolisschool.com">cpatterson@cosmopolisschool.com</a>
Cosmopolis, WA 98537	

**PLEASE NOTE:**

There is no charge associated with requests of less than 40 pages of records.

If the volume of records exceeds the minimum number of pages, it is the policy of the District to receive all costs associated with a public disclosure request prior to providing the documents.

We calculate the actual copying costs based on the following charges and notify you 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
  - \$5.00 each certified copies
  - At Cost maps, color copies, computer disks, binders, etc.
  - At Cost postage charges for mailing of requested materials
- (Pursuant to WAC 332-10-170)