



121 Whitesell ST NE,
Orting, WA 98360-8410
Phone 360-893-6500

Request for Public Records

Orting School District Policy and Procedure #4040 and Public Records Act Chapter 42.56 RCW

Name: _____ Date of Request: _____

Preferred Method of Contact:

- E-Mail: _____
- Home Address: _____

Description of Records Requested: (Please provide as much detail as possible to assist us in identifying the records you are seeking including date, subject, title, acronyms, etc.)

I would like to:

- Receive Photocopies of Records
- Receive Electronic Records
- Review Records at Central Office at No Charge

Relevant Information: This request will receive a response from the Public Records Officer within five business days. State agencies are not required to create new documents to comply with the Public Records Act. This form is a public record and will be released if responsive to a public records request. Payment must be received prior to the release of requested public records in the form of exact cash, check, or money order received at Central Office.



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Please submit this form via postal mail or in person at 121 Whitesell Street NE, Orting, WA, 98360, or via e-mail at publicrecords@orting.wednet.edu.

If you have any questions regarding this process, please contact the District's Public Records Officer, Bonnie Christian, at 360-893-6500 Ext. 4023 or via e-mail at publicrecords@orting.wednet.edu.

FOR DISTRICT USE ONLY	
Date Received:	
Date Given to PRO:	
Received By:	
Request #:	
Five-Day Letter Due:	