



- ✓ Valuing Students
- ✓ Empowering Parents
- ✓ Enlightening Communities

## Filing a Public Records Request

If you are not able to look at the curriculum of your school or need additional information, it might be necessary to file a public records request. Schools are required to give out public records upon request, this is WA state law.

1. Go to the school website and in the search bar type “public records request.” The website should instruct you how to file such a request with the school district.
2. As an example, please take a look at BGSD Form 4040 FOIA.doc as a sample request form to be filled out, then given to the public records designee or person in charge of public records.
3. If you cannot find a public records request section on the school website, then call up the principle or superintendent and tell them you wish to file a public records request, and who to talk to, in order to do that.
4. When describing documents you want, be as precise as possible. For example, instead of, “communications between teacher and principal,” say “all communications regarding comprehensive sexual education from Feb 1<sup>st</sup> 2020 to March 30, 2020 between Teacher Ms Fogarty and Principle Mr. Hightower”
5. Do not allow the school district to buffalo you by saying because certain material is copyrighted, they cannot provide it to you. Insist that you must obtain ALL material taught your child. This is your right!
6. An example of filing for a public records request Battle Ground Public School District is provided on the following page, but all school districts in WA follow a similar format.

## **Sample Public Records Request Instructions – Battle Ground School District**

### **How to Request a Public Record from Battle Ground Public Schools**

Washington law requires state and local agencies, which includes public schools, to make public records available to the public. This law, the Washington State Public Records Act, which is found at RCW 42.56, supports the public's right to be informed about what their government is doing.

The law lists certain public records that do not have to be disclosed. These exemptions are intended to prevent unreasonable invasions of personal privacy or the use of public records for personal or commercial gain. If certain information contained in a document is exempt, it will be redacted (blocked out) from the document, but you will still be provided a copy of the document.

The law requires that the public records requested are “identifiable.” Your public records request must include enough specific description so the district can locate the record you are requesting. A general question is not a public disclosure request. For example, if you are requesting the district budget, be sure to state for which year you want the budget and if you want the entire document (about 100 pages) or a summary. Please submit the request by completing the district's Request for Public Record form.

Click to view BGPS' public records request [policies](#) and [procedures](#).

#### **Public Records Request Form**

1. Download and complete the request form. See Attached .
2. Deliver/mail/fax/e-mail your request to:

Battle Ground Schools – Public Records Requests:

- Physical Address: 11104 NE 149th Street, Brush Prairie, WA 98606
- Mailing Address: PO Box 200, Battle Ground, WA 98604
- Fax: (360) 885-5351
- Email: [publicrecordsrequest@battlegroundps.org](mailto:publicrecordsrequest@battlegroundps.org)

You may also submit your request in a letter. Be sure to include all the information asked for in the Request for Public Record form.

The law requires that within five (5) business days from receiving the request, the public agency will provide you the records requested; or provide a reasonable estimate of when the records will be available when the records are not readily available because of:

1. The time necessary to gather them,
2. Determine whether they are exempt,
3. Redact any exempt information,
4. Contact people or other entities to let them know the information is being released, and/or
5. To gain clarification of the request; or
6. Deny the request and give the legal reason for the denial.

**PLEASE NOTE:**

There is no charge to view documents at district office located at 11104 NE 149th Street, Brush Prairie, WA 98604.

Battle Ground School District will charge a “per-page fee of 15 cents (over 25 pages) and the actual cost of postage and an envelope” (Board Procedure 4040, Public Access to District Records). The District may require a deposit to be paid in an amount not to exceed ten (10) percent of the estimates copying costs before the district begins copying the requested records. Documents may not be released until full payment is received.

**FEES:**

- \$0.15/ page Documents.
- Actual cost Maps, computer disks, binders, etc.
- Actual cost Postage charges for mailing requested records.



# Battle Ground Public Schools

Po Box 200  
Battle Ground, WA 98604

## REQUEST FOR PUBLIC RECORD

NAME		DATE OF BIRTH	
FIRM/ORGANIZATION			
ADDRESS		TELEPHONE NUMBER	CELL
CITY/STATE/ZIP		E-MAIL	

I prefer to view records at BGPS District Office  I prefer copies of records

Provide a description of the public records you are requesting that is sufficiently specific (name and date or period of time if known) for Battle Ground School District to identify and locate the records. Use additional pages if necessary.

I understand that my request is subject to disclosure under the Washington State Public Records Act (Chapter 42.56 RCW).

I understand that if a list of individuals is provided to me by Battle Ground Public Schools, the law prohibits the use of the list for commercial purposes. Commercial purposes mean the person requesting the records intends that the records will be used to communicate with the individuals named in the records for the purpose of generating revenue, financial benefit or facilitating a profit-making activity. I certify that I will not use any list of individuals that I receive in response to this request for any commercial purposes or give or provide access to others for use for commercial purposes.

A requestor who signs a declaration promising not to use a list of individuals for commercial purposes, but who violates this declaration may be charged with the crime of false swearing, pursuant to WAC 4-14-06002(6).

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note:

There is no charge to view documents at the district office (11104 NE 149 St in Brush Prairie, WA)

**The District may require a deposit to be paid in an amount not to exceed ten (10) percent of the estimate copying cost before the district begins copying the requested records. No documents will be released until full payment is received.**

**DELIVER/MAIL/FAX/E-MAIL REQUEST TO:**

Battle Ground Public Schools  
Public Records Request  
11104 NE 149<sup>th</sup> Street, Brush Prairie, WA 98606  
PO Box 200, Battle Ground, WA 98604 (if mailing request)  
Battle Ground, WA 98604  
(360) 885-5351 - Fax  
[publicrecordsrequest@battlegroundps.org](mailto:publicrecordsrequest@battlegroundps.org)

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