

Washington State School Directors' Association
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www.wssda.org

Hours of Operation: 8 a.m.- 5 p.m. (PST) Monday-Friday, excluding state legal holidays

Request For Public Records

Date: _____

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Description of Records: _____

In accordance with RCW 42.56.070, I certify that the information obtained through this request for public records will not be used for commercial purposes.

Signature: _____

NOTICE

In accordance with RCW 42.56.120, WSSDA may charge .15 cents per page for all standard and legal sized paper copies. In accordance with RCW 42.56.070, WSSDA may also charge costs directly related to producing public records, including staff time to copy and mail the requested public records, postage, shipping costs, mailing supplies and/or delivery charges. Once your request is received, you will be notified of any costs. Please make checks payable to the *Washington State School Directors' Association*.