



# Public Records Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Name: (if applicable) \_\_\_\_\_ E- Mail: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Detailed description of the record(s) you are requesting:** (Note - We will be better able to process your request if you clearly identify the record(s) you are seeking.)

**If you are requesting e-mails or electronic records, please provide specific search terms that will allow the District to locate and assemble identifiable records responsive to your request** (see instructions for additional information):

**In the event the District needs to respond to your request in installments, please indicate any preference or priority set of records** (see instructions for additional information):

**Please indicate your preference below regarding disclosure of student names/information** (see instructions for additional information):

- I am not seeking student names or other personally identifiable information of students, and authorize that such information may be redacted from the records provided to me
- Please **DO NOT** redact student names or other personally identifiable information of students from the records provided to me unless such information is exempt under an exemption authorized by Washington's Public Records Act.

**I prefer to receive the above described records in the following format:**

- Electronic (if available)     Paper Copy     View by Appointment

**The law prohibits use of lists of individuals for commercial purposes. By signing below, I certify that I will not use any lists of individuals that I receive in response to this request for any commercial purpose.**

\_\_\_\_\_  
**Signature**

Any person wishing to request access to public records of Central Valley School District (CVSD), or seeking assistance in making such a request should contact the public records officer for CVSD.

**Submit request to:**

CVSD Public Records Officer, Jay Rowell  
19307 E. Cataldo Ave., Spokane Valley, WA  
99016 Phone: (509) 558-5400  
[Email: jrowell@cvsd.org](mailto:jrowell@cvsd.org)