

**Ferndale School District No. 502  
Request to Inspect Public Records**

**Part I**

In accordance with the provisions of RCW Chapter 42.17 and School Board Policy No. 4340, the undersigned requests access to examine and/or copy specific records or portions thereof listed below. It is understood that a reasonable fee for copying or duplicating may be charged for copy or copies requested.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

In listing public record(s) you wish to view and/or copy, please specify each item by title, form, number and detail. This information is necessary to facilitate location and identification of requested documents.

Title	Specification type of record	Review/ Copy	Number of Copies
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**For official use only**

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Location Records Custodian: \_\_\_\_\_

- Request Approved
  Viewed  
 Request Approved In Part
  Copied, No. of Copies \_\_\_\_\_  
 Request Denied
 Charge: \_\_\_\_\_

If request has been approved in part or denied, see reverse side of this form for explanation of limitations on inspection, copying and statement of reasons for partial approval or denial.

**Part II**

I. A. Limitations on inspection and copying:

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B. Reasons for partial approval or denial:

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II. A. Limitations on inspection and copying:

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B. Reasons for partial approval or denial:

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III. A. Limitations on inspection and copying:

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B. Reasons for partial approval or denial:

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IV. A. Limitations on inspection and copying:

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B. Reasons for partial approval or denial:

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**NOTE:** This form is to be completed by the location records custodian, in triplicate, and copies retained by the custodian, person requesting inspection or copying, and the district public information officer.