Public Records Office
Bellevue School District
P.O. Box 90010
Bellevue, WA 98009-9010
Email publicrecords@bsd405.org
Phone (425) 456-4101

# Bellevue School District
# RECORDS REQUEST FORM

| I. IDENTIFICATION | | |
|---|---|---|
| Name of Requestor | Date of Request | Time of Request |
| Representing (if applicable) | Email Address | Phone |
| Street Address | City | State/Zip Code |

## II. RECORDS REQUEST

Please be specific in defining in the space below the records you wish to inspect or have copied. If you do not know the specific name of the records you desire, indicate by a general written description of the type and content of information you wish to locate. Where possible, indicate limiting dates, topic, and person(s) referenced. Attach additional pages if necessary. You may also submit the text of your request via email to publicrecords@bsd405.org.

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☐ Request inspection only, including electronic (no fee) ☐ Request for copies (see fees below)

I hereby certify that the information obtained as a result of this request for public records will not be used for commercial purposes.

Requestor's Signature_____