**SAMPLE PUBLIC RECORDS REQUEST: DISTRICT DISCIPLINE POLICIES**

Public Records Officer

[SCHOOL DISTRICT]

[MAILING ADDRESS]

[EMAIL]

[FAX]

**Re: Request for Public Records**

To Whom It May Concern,

I write, under the Washington Public Records Act (RCW 42.56), to request school discipline policies and procedures from [SCHOOL DISTRICT NAME] for [SCHOOL YEAR].

Please note that the PRA requires a response within five business days. I would prefer to receive documents in an electronic format. Please feel free to call me at [PHONE NUMBER] or e-mail me at [EMAIL ADDRESS] if you need clarification about this request.

Sincerely,

[NAME]

[CONTACT INFORMATION]