

Sample Public Records Act Request to a School Board/District/School.

Dear Records Custodian,

This is a public record request submitted pursuant to Chapter 42.56 of the Revised Code of Washington (Public Records Act). We ask that you provide us the following records:

All correspondence between school board members regarding the speech activity of **xyz**, including all email or recorded conversations regarding its restriction.

All correspondence between school district officials, including the principal of **xyz** and the district superintendent, regarding the speech of **xyz**, and its restriction.

The policies used to determine that speech restriction was necessary in this instance.

All written reports or documents or memos that outline the reasoning or justification for the speech restriction in this instance, including all related email correspondence.