

LAKWOOD SCHOOL DISTRICT #306

**REQUEST FOR PUBLIC RECORDS**

The Lakewood School District complies with all public records requests as required by RCW 42.56.

**HOW TO REQUEST RECORDS:**

To obtain public records from the Lakewood School District, please fill out the request form below, or submit a written letter of request and send to:

Superintendent's Office  
Lakewood School District  
P.O. Box 220  
N. Lakewood, WA 98259

**LAKWOOD SCHOOL DISTRICT REQUEST FOR PUBLIC RECORDS**

Please Print

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Description of Records Requested: \_\_\_\_\_

\_\_\_\_\_

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I certify that the information obtained through this request for public records will not be used for commercial purposes.

Signature: \_\_\_\_\_

\_\_\_\_\_ Date

**MAIL OR FAX COMPLETED REQUEST TO:**

Superintendent's Office  
Lakewood School District  
P.O. Box 220  
N. Lakewood, WA 98259  
Phone: 360.652.4500  
Fax: 360.652.4502