



## COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Avenue  
College Place, WA 99324

509.525.4827  
Fax 509.525.3741  
Cpps.org

### **Excerpt from Procedure 4040P, Community Relations Requests for Inspection and Copying of Public Documents**

Upon written request, the district shall make available to any person for inspection and copying any record or records not exempted by district policy.

Written request for inspection and/or copying of records should include:

1. Name, address, and signature of the party requesting disclosure and the date of request;
2. Specification of the records or types of records requested; and
3. A statement of the intended use of requested documents if lists of individuals are included. The district shall not deny a request solely due to refusal to furnish a reason for the request.

Written requests for inspection and/or copying of records shall be made to the coordinator at the district's business office or to the principal at the school where the requested records are kept. If a request is significant/broad the district may make the records installment available on a partial or installment basis.

Written requests shall be made and records shall be available for inspection and copying during the customary business hours of the district's business office and/or the school where the requested records are kept.

With respect to those records which the coordinator has designated in writing as "open to inspection," the principal at the school where the record is kept shall have authority to grant a request for inspection and copying. With respect to all other records, a request for inspection and copying shall be granted only after review and approval of the request by the coordinator.

A response to each written request for inspection and copying of district records shall be provided within five business days. The district may respond by providing the requested record denying the request, or acknowledging receipt of the request and providing a reasonable estimate of the time the district will require to respond. Any denial of a request shall contain an explanation of the statutory basis of the denial. If a record contains information that is exempt from disclosure, the district shall disclose the record with the exempted portion redacted and provide a written explanation of the statutory basis for the deletion.

If a requested record contains personally identifiable information about a person, prior to release the person and appropriate bargaining unit, if any, shall be notified of the request and the district's intended response.

If the public record's coordinator concludes that disclosure of a requested record that is not exempt from disclosure is not in the public interest and would substantially and irreparably damage any person or vital governmental function, the coordinator shall seek a court injunction to prevent disclosure.

On request, the district shall make copies of public records for a per-page fee of fifteen cents. The district may require a deposit not to exceed 10 percent of the estimated cost of providing copies of a request and may charge per installment. The district may stop filling a request if an installment is not claimed.

The coordinator and student record's custodian may condition access to a public record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose, but may not require the requester to enter into a hold harmless agreement to that effect.

The coordinator and student record's custodian shall have authority to impose reasonable conditions on the manner of inspection of records so as to minimize the risks of damage or disorganization of the records and to prevent excessive interference with other essential operations of the district.



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# Request for Public Records Contact Information

## Public Records Custodian

### District Records

College Place Public Schools District Office  
Julie James, Business Manager  
1755 South College Avenue, College Place, WA 99324  
(509) 525-4827 Office (509) 525-3741 Fax

### Student Records

#### Davis Elementary School

Mark Ferraro, Principal  
31 SE Ash, College Place, WA 99324  
(509) 525-5110 Office (509) 526-5662 Fax

#### John Sager Middle School

Scott Kasenga, Principal  
1755 S College Ave, College Place, WA 99324  
(509) 525-5300 Office (509) 525-6005 Fax

#### College Place High School

Kirk Jameson, Principal  
1755 S College Ave, College Place, WA 99324  
(509) 522-3312 Office (509) 522-3306

## Records Coordinator

Tim Payne, Superintendent  
College Place Public Schools District Office  
1755 South College Avenue, College Place, WA 99324  
(509) 525-4827 Office (509)525-3741 Fax