Public Records Request Form
Bend-La Pine Schools

This form is to be used to make a public records request.
Student records can be requested through https://www.bend.k12.or.us/district/organization/request-information.

Date:
Name of Requesting Individual:
Firm or Trade Name:
Phone Number:
Email Contact:
Address:
Mailing Address (if different):
Desired Method to Receive Information: ☐ **Electronically** ☐ **Paper**

Description of records requested. Please be as specific as possible and include enough detail to assist Bend-La Pine Schools in locating the record(s). For example, date range of request or specific search terms to be searched.

Per ORS 192.440, for public records requests with an estimated cost of more than $25, the district is required to provide the requestor with written notification of the estimated amount of the fee. The fee is due in advance if the requestor wants the district to proceed with making records available.

_____ _____

Signature **Date**

KBA-AR : 1/2019

Upon completion, submit this form to the Superintendent's Office: 520 NW Wall Street / Bend, OR 97703
Fax: 541-355-1009 or via email to publicrecords@bend.k12.or.us

All requests will processed in accordance with KBA-AR: Public Records Requests