



## Public Records Request Form Bend-La Pine Schools

This form is to be used to make a public records request. Please be as specific as possible and include enough detail to assist Bend-La Pine Schools in locating the record(s).

|   |                       |
|---|-----------------------|
| <b>Name of Requesting Individual:</b>         | <b>Date:</b>          |
| <b>Firm or Trade Name:</b>                    |                       |
| <b>Phone Number:</b>                          | <b>Email Contact:</b> |
| <b>Address:</b>                               |                       |
| <b>Mailing Address (if different):</b>        |                       |
| <b>Desired Method to Receive Information:</b> |                       |

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| <b>Description of records requested:</b> |
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| <b>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.</b> |
| <b>Bend-La Pine Schools' cost estimate: \$</b>  |
|   |
| <b>Requestor confirmation of receipt of job estimate and authorization to proceed with making records available. Requestor has enclosed pre-payment of estimated job costs, and agrees to pay for any additional costs after job completion.</b>  |

\_\_\_\_\_  
Signature & Date

|   |  |
|---|--|
| <b>Bend-La Pine Schools Use Only</b>  |  |
| <b>Date request received and notification of request received:</b>  |  |
| An estimate of \$ _____ was provided on _____ by _____  |  |
| Requested Status <input type="checkbox"/> Authorization to proceed / <input type="checkbox"/> Request withdrawn / <input type="checkbox"/> Information provided and request completed |  |
| <b>Payment Status</b>   |  |

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 Andrea Wilson: [andrea.wilson@bend.k12.or.us](mailto:andrea.wilson@bend.k12.or.us)**

All requests will processed in accordance with [KBA-AR: Public Records Requests](#)