

**Public Records Request Form**

Corvallis School District 509J

ATTN: Kim Nelson

1555 SW 35th Street

Corvallis, OR 97333

[public.records.request@corvallis.k12.or.us](mailto:public.records.request@corvallis.k12.or.us) 541-757-5994

**Request for Information from School District Records**

Name of requestor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Description of Request (Be as specific as possible, including name, dates, case numbers, etc, if known.) Provide separate sheet if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and Time of Request: \_\_\_\_\_

The undersigned declares as follows:

1. I have requested access to and/or copies of district records.
2. I hereby declare that if lists of individuals are provided to me to fulfill my request, such lists will neither be used for commercial purposes nor provided to others for commercial purposes.

**Copies of Records**

The District has determined that calculating the actual costs of providing records in response to requests would be unduly burdensome because it would deprive its students of essential

educational resources that support the District's mission. The District, therefore, is using the statutory default fees for providing copies of records, which are as follows:

- 15 cents per page for copies.
- 10 cents a page scanned into electronic format.
- The actual storage media, container, envelope, postage, and delivery costs.
- Charges can be combined if more than one type of charge applies.

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Signature of Requestor