



November 21, 2012

Ms. Colleen Carlson
Public Records Officer
Seattle Public Schools
Mail Stop 32-151
P.O. Box 34165
Seattle, WA 98134-1165

Via U.S. Mail and E-mail: publicrecords@seattleschools.org

Re: Public Records Request for XX High School Disciplinary Action against Student

Dear Ms. Carlson,

We are writing to request records regarding recent disciplinary actions taken against Ms. XX's son, XX, an XXth grade student at XX High School. XX was recently accused of stealing items from a locker based solely on a third person testimony. When Ms. XX attempted to resolve this issue with Principal XX, her son was accused of being a criminal. XX has been restricted in his campus movements and is prohibited from going to the gym or walking in the hallways. XX is a good student and has no disciplinary record. Ms. XX has authorized the Washington State chapter of the Council on American-Islamic Relations (CAIR-WA) to contact you on her behalf, in a signed statement enclosed with this letter.

Due to unsuccessful attempts to address the issue directly with XX High School staff, we write to request copies of public records under RCW 42.56. Pursuant to the Washington Public Records Act (RCW 42.56), please provide a copy of the records listed below:

1. All records including internal and external correspondence, procedures, memorandums, and other documents, relating to the discipline of XX at XX High School between August 2011 and the present;
2. All policies, procedures, memorandums, emails, and any other correspondence related to physical restriction of enrolled students from certain areas of campus, and of XX's restriction from the gym and hallways at XX High School;
3. All records including emails, memorandums, policies, procedures, and any other correspondence related to the incident which occurred this school year, in which XX was accused of stealing items from another student's locker;
4. All records relating to the attempts of XX's family to contact XX High School staff and Seattle Public School staff regarding the above issues;
5. All records related to XX's behavioral and academic record at XX High School.

Please note that RCW 42.56.520 requires agencies to respond to requests for public records within five business days. If you believe any documents or portions of documents are exempt from disclosure, please send what is not exempt and describe what information is not being released and why.

Council on American-Islamic Relations

Washington State Chapter

9594 First Avenue Northeast, Suite 272, Seattle, Washington 98115

info@cairseattle.org 206.367.4081 www.cairseattle.org

We would prefer to receive any responsive records in electronic versions. If some or all of the responsive records are available in electronic format, please forward them to me by email at civilrights@wa.cair.com or contact me to discuss options for transmitting those records. If any of the requested documents are available on the internet, please provide the web address where they can be found. If you anticipate that there will be more than 50 pages of paper documents, please email or call me in advance at 206.367.4081. Also, please call me if you have any questions about the scope of this request.

Thank you for your prompt response.

Sincerely,

Jennifer Gist
Civil Rights Coordinator

Enclosure: Signed Information Release Statement

Cc: Dr. Jose Banda, Superintendent, Seattle Public Schools
Mr. XX, Principal, XX High School
Mr. S. Arsalan Bukhari, Executive Director, CAIR-WA
Ms. XX