



Program: SOAR Academies (all)
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Approved By: SOAR BoD
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Date Reviewed:

Public Disclosure Request Policy

SOAR Academy follows the [Public Records Act](#) regarding disclosure of its public records. Under state law, a public records request must include a reasonable description that would allow a SOAR Academy employee to locate the records.

How to file a public records request

Complete the public disclosure form

Request a hard copy of the request form: e-mail ops@soaracademies.org or call 253-444-6759. Be sure to tell us your mailing address if we are mailing it to you.

--OR--

Send in your own written request

Make sure to include:

Your contact information. E-mail addresses are helpful.

Detailed description of records you are requesting.

E-mail to ops@soaracademies.org

Attn: Public Records Officer

Mailing/Physical Address

Public Records Officer

SOAR Academy

1301 E 34th St.

Tacoma, WA 98404

Cost to Print Requested Records

Records will be provided in electronic format for download or for in-person review at our office at no cost. Please note that copying charges and postage may apply to paper copies or physical media copies (CD/DVD). If you prefer to review the records, please note this on your request.

Copy rates:

Photocopy: \$0.15/per page

CD: \$0.12/each

DVD: \$0.55/each

Questions?

SOAR Academy

Phone: 253-444-6759

Email: ops@soaracademies.org

Hours of operation: 8 a.m. to 5 p.m. Monday through Friday, except state holidays.