



PUBLIC RECORDS REQUEST

Portland Public Schools
501 North Dixon Street / Portland OR 97227
Mailing Address: P.O. Box 3107 / Portland OR 97208-3107
publicrecords@pps.net

Submit request to: publicrecords@pps.net

All District records are considered public records unless exempt under ORS Chapter 192.

Student Records are not public records per ORS Chapter 192.496. Please do not use this form to request student records. Student records can be requested through the Records Department at

<http://www.pps.net/Page/1477>

REQUESTOR INFORMATION

Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Alternate Phone: _____
Email 1: _____
Email 2: _____

Detailed description of request: _____

Solicitation/Bid # if known: _____ Contract # if known: _____

You can access PPS Policy and Administrative Directive on the Board page of the PPS website
<http://www.pps.net/Page/1794>
[2.50.010-P Public Access to District Records](#)
[2.50.012-AD Process for Responding to Requests for Public Records](#)