

SAN JACINTO UNIFIED SCHOOL DISTRICT

2045 S. San Jacinto Avenue San Jacinto, CA 92583 (951) 929-7700

Public Records Request Form

Section 1 – C	Contact Information
Name	
Address	
Phone	
Email	

Section 2 – Records Requested			
Please provide specific information including the department, office or school that created and maintains the records.			

Section 3 – Signature				
Signature	Date			

Access to District Records

The Board of Trustees recognizes the right of citizens to have access to public records of the District. The Board intends the District to provide any person reasonable access to the public records of the schools and District during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The District may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

Submitting Requests

All public records requests must be written on an SJUSD Public Records Request Form and must include the contact information and signature of the requester. Completed forms should be emailed to <u>cbest@sanjacinto.k12.ca.us</u> or mailed to the attention of Carrie Best, Administrative Assistant to the Assistant Superintendent of Business Services, at the address listed above.