



**TRACY**  
UNIFIED SCHOOL DISTRICT

## Records/Information Request Form

The California Public Records Act (Government Code Section 6250 et seq.) gives residents the right to access information concerning the conduct of a public agency's business.

Tracy Unified School District requires that requests for public records and information be submitted in writing during regular business hours. Business hours are 8 a.m. to 5 p.m., Mondays through Fridays.

Upon receipt of a request, the District has 10 days to respond. If the District needs additional time for research, the response time may be extended for an additional 14 days.

Please be advised that complying with a public records request does not require the District to compile or build new documents from data but rather to provide information which already exists. There may be a charge to cover the cost of duplicating documents.

**PLEASE PRINT**

**Request submitted by:** Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Records/Information Requested (Please be specific):**

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

**Submit Records/Information Request Forms to:**

Tracy Unified School District  
Business Services  
1875 W. Lowell Ave., Tracy, CA 95376

Phone: (209) 830-3230  
Fax: (209) 830-3259

**To be completed by Business Services Office:**

Request received by:  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Response due date:  
Responsible staff member(s):  
Total pages copied \_\_\_\_\_ X \$ \_\_\_\_\_ = \_\_\_\_\_  
TOTAL PAID: \_\_\_\_\_  
Request completion date: