



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. Superintendent's Office hours are 8a.m. to 5p.m., Mondays-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
Superintendent's Office
1875 W. Lowell Ave., Tracy, CA 95376

Phone: (209) 830-3201
Fax: (209) 830-3204

To be completed by Superintendent's Office:

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