



**PUBLIC RECORDS REQUEST  
UNDER CALIFORNIA PUBLIC RECORDS ACT**

Per California Public Records Act, Section 6253 (c), we will respond to your request within ten (10) days or earlier if possible.

(Please Print)

Date of Request:		Company/Organization:	
First Name:		Last:	
Street address:		City:	State:                      Zip:
Email:		Contact Telephone No.: (       )	

I understand and agree that:

- There will not be an invasion of privacy of staff or students' rights, and staff and student records will be protected to the full extent of the law.
- No unlawful use of the information will be made.
- The district will receive a copy of any published use of the information provided. A copy of the report, survey or other published document shall be delivered to Business Services, San Bernardino City Unified School District, 777 N F St. San Bernardino CA. 92410.
- "Pursuant to Government Code sections 6253 and 6253.9, the district may require the requestor to pay the direct cost of duplication and/or the cost of computer services for data compilation, extraction or programming required to produce the requested record(s), prior to disclosure."

**Document Requested: (Please be specific: dates, form name, department, etc.)**

Preferred format, if possible:	<input type="checkbox"/> Electronic	<input type="checkbox"/> Photocopies