

Public Records Request

Please Note – Student records are NOT public records. Please contact the Student Records Department for copies of student records. They can be reached at (707) 556-8921 ext. 50320.

Welcome to the District’s web page for submitting Public Records Act requests. Requests for any public records of the District are handled at the District Office. Goal 5 of the District’s **Local Control Accountability Plan** revolves around ***Involved and Supportive Parents and Community Partners***. Part of the effort to encourage access for parents and community members this web site was developed to provide all interested parties a more effective and cost-efficient way to submit requests for records.

Requests for public records may be submitted verbally or in writing at the District Office located at 665 Walnut Avenue Vallejo, California 94592 or by phone at (707) 556-8921 or by mail or by fax to (707) 638-0325 or emailed using the form below. **DO NOT USE THIS FORM FOR REQUESTS FOR STUDENT RECORDS.**

Your Name:* _____

Your Email:* _____

Your Request:* _____

* Please send completed requests to publicrecords@vcusd.org