



PASADENA UNIFIED SCHOOL DISTRICT

Public Records Act Request

As a public agency, the Pasadena Unified School District adheres to the California Public Records Act (CPRA) (Government Code 7920.000 et.seq.) which requires that governmental records be disclosed to the public, upon request, subject to permissible exemptions.

In your CPRA request, please provide as much detail as possible to assist staff in processing the request. PUSD will respond within 10 days of your request acknowledging that we have received your request. In some cases, the time to respond may be extended for up to 14 days. The response will indicate whether the district possess disclosable public records responsive to the request and, where appropriate, any objections that are asserted to production of the records sought. Subject to any objections asserted and possible redaction of some information, the records will be produced within a reasonable amount of time after the response is made.

How to communicate your request: Mail: Pasadena Unified School District, Communications Department, 351 S. Hudson Ave., Pasadena, CA 91109, or via email: publicrecords@pusd.us

Date:

Name:

Address:

Phone:

Email:

I am requesting:

- Access for inspection
- Digital via email (generally no charge when the original record is stored in a digital format)
- Copies (25 cents per page)

Document Name/Reference Description (please provide as much detail as possible such as include document name, dates, type of record, department, etc.)