

Homedale Joint School District No. 370

COMMUNITY RELATIONS

4260F

District Record Request Form

REQUEST FOR PUBLIC RECORDS

I request: ☐ to examine ☐ to copy ☐ to receive an electronic copy of the following records:

Name (*please print*): _____

Address: _____

Date of Request: _____

Daytime Phone Number: _____

Received By: _____

Date Received: _____

Public Agency: _____

_____ Initial if Applicable: More than three (3) working days are needed to locate or retrieve the requested records. A response shall be provided within ten (10) working day of request.

Payment received for _____ copies _____
Amount Received

Payment received for _____ labor _____
Amount Received

Receipt Number

Policy History:

Adopted on: 06-12-06
Revised on: 09-12-11
00-00-00

Prior Board Policy: 4130F
1530F