

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_ (please be as specific as possible):

Date Records Requested Were Created:

Beginning: _____

Ending: _____

Name (*please print*): _____

Mailing Address: _____

Date of Request: _____

Daytime Phone Number: _____

Received By: _____

Date Received: _____

Public Agency: _____

_____ Initial if Applicable: More than three working days are needed to locate or retrieve the requested records. A response shall be provided within ten 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

Prior Board Policy: 4130F

Revised on: 09-12-11

1530F

11-09-15

00-00-21

