



LANCASTER SCHOOL DISTRICT

ESTABLISHED 1885

Public Records Request Form (California Public Records Act)

The California Public Records Act (Government Code 7920, et al) provides the public with the right to request access to public records. This form is intended to assist requesters in making a clear and complete request. Submission of this form is not required to make a CPRA request, however it services to assist our employees in processing your request.

Requester Information

Name: _____

Organization (if applicable) _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

City, State, ZIP: _____

Description of Records Requested

Please describe the specific records you are requesting. Be as detailed as possible (include dates, subjects, departments, titles, or names, if known) to help the District identify responsive records.

Relevant Date Range (if applicable): _____

Format of Records Requested

Please indicate your preferred format (subject to availability):

- Electronic (email, PDF, or other digital format)
- Paper copies
- Inspection of records in person

If electronic preferred format (if known): _____

Fees and Duplication Costs

Under the CPRA, the District may charge fees covering the direct cost of duplication or, when applicable, statutory fees for programming or data extraction.

Please notify me if the cost will exceed \$ _____ before processing.

Delivery Preference

Email

U.S. Mail

In-person pickup

Signature

I understand that the Lancaster School District will respond to this request within the timeframes required by law and that certain records or portions of records may be exempt from disclosure under the CPRA. This request is processed in accordance with Board Policy 1340 (Access to District Records).

Signature: _____

Date: _____

Submit This Request

Requests may be submitted by mail, email, or in person:

Lancaster School District

44711 N. Cedar Avenue
Lancaster, CA 93534

Email: prr@lancsd.org

For District Use Only

Date Received: _____

Response Due By: _____

Assigned To: _____

Notes: _____