

# REQUEST FOR PUBLIC RECORDS

SAN MARCOS UNIFIED SCHOOL DISTRICT  
 255 Pico Avenue, Suite 250  
 San Marcos, CA 92069  
 760-752-1299

In most cases, SMUSD staff will be able to immediately respond to requests for inspection **OR** be able to provide inspection on the same day as the request. However, requests for public records inspection **and/or** copying requiring staff time of ten (10) minutes and longer will require that a written request be submitted and an appointment made with the department staff. If copies are required, the department has up to ten (10) days to provide the copies of the inspection at the earliest opportunity consistent with the workload of the department staff. Copies are provided by the department at a cost of \$.35 for the first page and \$.20 for each additional page. Payment must be made prior to production of copies.

<b>Date of Requested:</b>	<b>Date Required:</b>	<b>Name of Requestor:</b>
<b>Requesting:</b> Inspection Only <input type="checkbox"/> Copying Only <input type="checkbox"/> Inspection & Copying <input type="checkbox"/> Electronic copy <input type="checkbox"/>	Request Approved <input type="checkbox"/> Request Denied <input type="checkbox"/>	<b>Mailing Address:</b> _____ _____  <b>Email Address:</b>  <b>Daytime Telephone:</b>

**Description of public record (list each document, file or record separately):**

  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  

\_\_\_\_\_  
 Signature of Requestor

<b>Date Completed:</b>	<b>Date of Delivery:</b>
<b>Completed By:</b>	<b>Total Amount Due:</b> <div style="text-align: center; margin-left: 200px;">\$</div>