[VIA ELECTRONIC AND U.S. MAIL]

[Date]

[Superintendent or Principal]

[District]

[District Address]

[Email]

Re: Public Records Act Request

Dear [Superintendent or Principal],

I submit this request for copies of records prepared, owned, used, or retained by the [School District] (“the District”), pursuant to the California Public Records Act, Cal. Gov’t. Code §§ 6250–­­6270.5. As you likely know, this government code requires agencies to provide a response to Public Record Act requests within ten days of receipt of a request. Pursuant to this legal requirement, I look forward to your prompt response and timely disclosure of the following documents.

We aim to better understand the District’s plans for using public funds, including any Local Control Funding Formula (“LCFF”) Supplemental and Concentration funds (“S&C” funds), to pay for [List issues you are concerned about generally].

Please provide us with copies of the records and documents[[1]](#footnote-1) listed below. [We request that you provide any public record identified in the following electronic formats to us in that electronic format, instead of in paper format: PDF format or all Microsoft Office formats, including Word, Excel, Access, and Power Point. *See* California Government Code § 6253.9.] Specifically, we request copies of the following documents:

1. [All documents about staffing for school security personnel at District schools, including the job title, number, and location of school security personnel stationed at each school;
2. All documents about the role and training of school security personnel at District schools, including employment contracts, handbooks, manuals, training materials, and other guidance materials;
3. All documents about the District’s relationship with the city police department, sheriff, or probation department, including any contracts, memorandums of understanding, or memorandums of agreement;
4. All documents about staffing of other law enforcement, including city police officers or probation officers, at District schools, including the number of the job title, number, and location of law enforcement stationed or otherwise assigned to each school;
5. All documents reflecting any metrics or data to evaluate the effectiveness of school security personnel in schools;
6. Any complaints about law enforcement officers or security guards at District schools]

We understand that some of the documents we have requested may contain information that would identify individual students if produced in un-redacted form. We both expect and encourage the District to comply with its obligation to protect the privacy of its students. We therefore request that, where necessary, responsive documents be redacted to replace student names and Statewide Student Identifier (SSID) numbers with pseudo-identifiers consisting of random sequences of numbers and letters. This will protect students’ identities while allowing us to know if certain students are repeatedly referred to in the documents provided.

If any records in the above request are claimed to be exempt from disclosure, we request that: (1) you exercise your discretion to disclose some or all of the records notwithstanding the exemption; and (2) with respect to records containing both exempt and non-exempt content, you redact the exempt content and disclose the rest, consistent with Government Code § 6253(a). Additionally, if any records are withheld or redacted, please provide a written response that describes the records being withheld or redacted and the claimed reason for exemption under the Public Records Act.

If you contend that this request does not reasonably describe identifiable public records, we request that you promptly assist us by eliciting additional information that will clarify our request and more clearly identify the records we are seeking. *See* § 6253.1.

Please respond to this request in writing within 10 days with the estimate of any anticipated costs to provide the documents. Please do not hesitate to contact me at [phone number, email, and/or mailing address] if you have any questions about the scope of our request.

Thank you in advance.

Sincerely,

[Signature]

[Name]

1. The term “document” as used in this request has the same broad definition as is given the term “writing” in section 6252(f) of the Government Code:

   Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. [↑](#footnote-ref-1)