



WRITTEN REQUESTS FOR

ADDITIONAL INFO

Sometimes the information you're looking for isn't available through online resources. You can always ask your school principals or district administrators to give you more information. If you do this, be sure to put your request in writing and to provide a timeline for them to respond.

Unfortunately, a general written request still may not get you the information you need in a timely manner. If it doesn't, you can write a letter formally requesting information under the California Public Records Act (PRA). A PRA request entitles any individual in the community to receive copies of any public documents. This means you can ask for overall discipline data, but not personal information about individual students.

CALIFORNIA PUBLIC RECORDS ACT REQUESTS

An editable sample Public Records Act Request is available on FixSchoolDiscipline.org to help get you started. Here are a few other tips to help you write your letter:

- State that the request is being made under the California Public Records Act;
- Be sure to send it to you school Superintendent and the Custodian of Records;
- Follow up with a call to your school district to ensure the right person has received your request, and ask them when they will provide the records. Make sure they have the correct address and phone number of the person who will be receiving the records;
- Be very clear about the types of information that you want and the time periods for which you want the information;
- **KEEP A COPY** of the request you submit in your records, along with **PROOF** that you mailed it or sent it in; and

- If it's easier for you, let the school district know that you are happy to receive the documents electronically, for instance, on a CD or USB drive, by email, or through a cloud-based sharing site like Dropbox or Google Drive.

In your letter, you can specifically ask for any fees for the documents to be waived if you are unable to pay them yourself. The school district may still ask you to pay for the basic cost of copying the documents. If you have a scanner, copier, or printer, you can bring it to the district and avoid the fee.

The district may also try to charge you for the time it takes its staff members to run a special electronic query for the documents from its database. However, you should NOT be charged for the cost of putting together ANY existing documents or for queries that they have already run for other school business.

The district must provide you with some response within 10 days of receiving of your request, even if it is just to let you know that they will need more time to collect the documents. If you don't receive a response, keep calling and reminding the Custodian of Records of the deadlines.

If you've tried everything you can to get the documents and they still refuse to give them to you, you can email Public Counsel at info@fixschool-discipline.org for further support.

