**Creative Arts Charter School**
1601 Turk St., San Francisco, CA 94115-4527
Tel: 415-749-3509

# REQUEST FOR PUBLIC RECORDS

**NOTE:** The following information is being requested under the California Public Records Act, Government Code § 6250 et seq. Creative Arts Charter School ("CACS") has 10 days to determine whether the request, in whole or in part, seeks copies of disclosable public records in its possession. You will be notified if CACS needs additional time to make this determination pursuant to Government Code § 6253. Please be advised that CACS may charge the requesting party the direct costs of duplication of records produced.

Name: _____ Request # _____

Title: _____ Organization: _____

Address: _____ City, State, Zip _____

Phone #: _____ Fax #: _____ E-mail: _____

Signature: _____ Date: _____

***RECORDS REQUESTED:***

***SCHOOL OFFICE USE ONLY:*** Request Taken By:

Date: Time: _____ 1st Response Due: _____ Point Person: _____

Action _____ Final Response Due: _____

_____

# pages copied: _____

Total Paid: _____