



PUBLIC RECORDS ACT REQUEST FORM

Please complete this form to request records under the California Public Records Act. Please be specific and narrow your request to the extent possible. This will allow Lighthouse Community Public Schools (“LCPS” or “Charter School”) to conduct a focused, effective search for identifiable records.

Description of Information Requested:

Your Contact Information:

Name:

Email address:

Phone number (including area code):

Company or Organization (if applicable):

Mailing Address:

City, State, & Zip:

Signature of Person Requesting the Document(s):

Date of Request:

Please submit your request to:

Chief of Staff
Lighthouse Community Public Schools
433 Hegenberger Road, Suite 201
Oakland, CA 94621

info@lighthousecharter.org

(510) 562-8801

In compliance with California State Codes governing release of public documents, LCPS has ten (10) days to respond to the request or may provide a detailed explanation as to what information may be released or what cannot because it is protected by law. Please note that the ten (10) days is not the deadline for producing records as it may take time to research, review, and inspect records and LCPS will require reasonable time to produce the document(s).

The Charter School has the right to charge for reimbursement. Should you wish to have photocopies of document(s), copies will be provided at a charge of _____ per page to cover the costs of copying.

You may have the option of scheduling an appointment to review the document(s) in question with a representative of the Charter School. Please check the appropriate box below:

Request for appointment Paper Copies Electronic Form (PDF) Date Received by

LCPS _____