



Hesperia Unified School District

15576 Main Street
Hesperia, CA 92345

(760) 244-4411

PUBLIC RECORDS REQUEST FORM

To better handle your request, please complete this Public Records Request Form. Submission of this form is not required in order to receive records from HUSD.

PLEASE PRINT

Name: _____

Daytime Phone: _____ Cell: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Records/Information Requested (please be specific):

☐ I am requesting copies of records be mailed to me at the address provided above. I understand certain duplication and postage fees apply.

☐ I am requesting records be made available for inspection at the HUSD Administration and Educational Support office during regular business hours.

Submit Public Records Request Form

By mail to: Hesperia Unified School District
15576 Main St., Hesperia, CA 92345

Or fax to: (760) 244-2806

Cost for Copies: Cash, money orders, or
\$0.05 per page bank checks will only be

accepted and payable to:

Hesperia Unified School District

There is no cost to inspect records.

To be completed by HUSD personnel

Date request received: _____ Time: _____

Response due date (10 days): _____

Responsible staff member(s): _____

Total pages copied: _____ x \$0.05 = \$ _____

TOTAL PAID: _____

Request completion date: _____