TUCSON UNIFIED SCHOOL DISTRICT
Request for Public Documents

**This form is intended for the request of "Public Documents" ONLY.**

Date _____

Name

Address

City State Zip Code

Telephone Number

E-mail Address

**List of Public Documents Requested:**
*Please* list the public documents you desire. (Be specific)

1. _____
2. _____
3. _____
4. _____
5. _____

## Please read the following statements and sign below:

☐ Commercial Use

This request for school district public documents is for a commercial purpose. A statement of the purpose is attached pursuant to A.R.S. §39-121.03. I agree to pay the commercial fee.

_____ _____
Signature Date

☐ Non-commercial Use

I have requested public documents of the school district for a non-commercial purpose.

_____ _____
Signature Date

**Notice: Fees for the cost of reproducing public documents will be assessed as follows:**

- $.50 per page of a paper copy
- $12.00 per videotape, digital video disc (DVD), or compact disc (CD)
- Actual cost for other media (e.g., blueprints)
- $5.00 minimum charge for commercial requests

**You may submit a completed form by mail, fax, or e-mail:**

- Mailing address: TUSD Public Records, 1010 E. 10th Street, Room 42, Tucson, Az 85719
- Phone number: (520) 225-6502
- Fax number: (520) 225-6136
- E-mail address: PublicRecords@tusd1.org

EXPECTED COMPLETION DATE:_____

**ACTIONS TAKEN TO FILL REQUEST**

| Date | Action |
|---|---|
| | Total cost charged requesting party $_____ |
| | Assignment completed on _____ by _____ |