



Port of Los Angeles High School
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REQUEST FOR PUBLIC RECORDS

(Request may be emailed, faxed, mailed, or delivered to the school)

Your request will be processed in compliance with the Public Records Act. California Government Code § 6253.
Upon a request for a copy or inspection of records, POLAHS shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, will be made available and shall promptly notify the person making the request of the determination and the reasons therefore.

Requested by: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Fax: _____ Email: _____

I am requesting the following documents: (Please be specific)

Three horizontal lines for listing requested documents.

I would like these documents: (Check One)

- Emailed, Photocopied, Digital CD Copy, Made available for inspection. Includes pricing information for photocopies and digital copies.

Action Requested: _____ Action Taken: _____ By: _____
Document Reviewed, Document Redacted, Non-Existent Document, Copies Requested, Notification Sent, Copies Provided, Inspection Scheduled, Refusal/Reason, Other.