Submit a California Public Records Act Request to Carmel USD

The Carmel Unified School District (CUSD) is committed to transparency and providing easy access to public records pursuant to the California Public Records Act (CPRA). The California Public Records Act gives the public the right to access records created and maintained by public agencies in the course of their normal business.

Pursuant to Government Code Section 6252(e), a public record is defined as “any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” Public records requests may be used to obtain "records," which include a wide variety of documents and other materials (including print, photographic, and electronic formats) that were created or obtained by the organization and are, at the time the request is filed, in the organization's possession and control.

Records subject to disclosure under the CPRA may include email or other communications from members of the public or which reference them. While the District reviews all responsive records to determine if this information should be disclosed, in many cases references to members of the public, or the content of their communications to the District are subject to disclosure. Permissible exemptions from disclosure include documents that invade an individual's right to privacy (e.g., privacy in certain personnel, medical, or student records) or hinder the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda).

All requests will be posted to the District's CPRA webpage.

Name of requestor: *
First and last name
Jen Ayad

Email of requestor: (Responses will be provided to this email address) *
support@educationretirement.org
Mailing address of requestor:


Your request: (To enable staff to respond to your request as efficiently as possible, please include: The date range for the records requested; the department that holds the records (if known); and the types of records, including any important keywords. Please do not include any confidential information.)

Pursuant to my rights under the California Public Records Act (Government Code Section 6250 et seq.), I ask to obtain a copy of the following, which I understand to be held by your agency:

- Updated records report for ALL 2022-2023 employees of Carmel Unified School District
  - First name
  - Last name
  - School/Facility
  - Position/job function
  - Hire date
  - E-mail address
  - Work contact phone number

Please include the following information in the EXCEL SPREADSHEET (view/electronic) format report.

I ask for a determination on this request within 10 days of your receipt of it, and an even prompt reply if you can make a determination without having to review the record[s] in question.

If you determine that any or all of the information qualifies for an exemption from disclosure, I ask that you note whether, as is normally the case under the Act, the exemption is discretionary, and if so whether it is necessary in this case to exercise your discretion to withhold the information.

If you determine that some but not all of the information is exempt from disclosure and you intend to withhold it, I ask that you redact the exempt portion[s] for the time being and make the rest available as requested.

If I can provide any clarification that will help expedite your attention to my request, please contact me at (469) 559-4323. I ask that you notify me of any duplication costs exceeding $xx before you duplicate the records so that I may decide which records I want to be copied.

Thank you for your time and attention to this matter.
If you have attachments or images to add to the request, please do so here.

This form was created inside of Carmel Unified School District.

Google Forms