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
Anna Marie Yanny

Email of requestor: (Responses will be provided to this email address) *

https://docs.google.com/forms/d/1CWRugSNQ474PpjFT1_h5eTbR6G_S0afoQ0u0UPBi7MY/edit#response=ACYDBNqQm0m7eOYgrxY8?YPEfH4blcQ0UN-VCs... 1/3
Dear Ted Knight:

Under the California Public Records Act § 6250 et seq., I am requesting an opportunity to obtain copies of the following public records that relate to concussion incidents at Carmel High School:

- Return-to-Learn protocols followed in the district
- Documentation of teacher and administrator training on Return-to-Learn protocols following concussion
- Aggregate concussion statistics for the past 10 years broken down by school year
- De-identified California Interscholastic Federation Physician Recommended School Accommodations Following Concussion forms submitted by students or their parents for the past 10 years
- Number of requested and approved 504 plans related to a concussion event over the past 10 years broken down by school year

I am not requesting any personally identifiable student information. Please redact all identifiable personal information.

If there are any fees for searching or copying these records, please inform me before fulfilling my request. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public’s understanding of the operations or activities of the school district in ensuring a safe school environment for all students. I am a freelance reporter and a student journalist at UC Santa Cruz. This information is not being sought for commercial purposes.

The California Public Records Act requires a response within ten business days. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

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.)
If you have attachments or images to add to the request, please do so here.

Carmel Unified S...

This form was created inside of Carmel Unified School District.

Google Forms
12/13/2022

Ted Knight
Superintendent
Carmel Unified School District
4380 Carmel Valley Road
Carmel, CA 93923

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Sincerely,

Anna Marie Yanny