



385 Forest Avenue, Palo Alto, CA 94301

Phone: (650) 328-7700 Fax: (650) 328-7710

August 21, 2013

Palo Alto Unified School District
Superintendent Kevin Skelly
25 Churchill Avenue
Palo Alto, CA 94301

Re: Public Records Act Request

Dear Superintendent Kevin Skelly:

Pursuant to the California Public Records Act (Government Code Section 6250 et seq.), this is a request for:

Copies of documents from the Palo Alto Unified School District for all communications or written documents including infinite campus messages, these are mass emails sent out to large groups of parents by any administrator in the district. I also request all emails that you, Superintendent Skelly, send out to principals of schools regarding changes in school or district policies. We request that we receive these emails starting from Aug. 1, 2013 and future correspondences.

If possible, I ask that this information be provided in electronic format, such through the Dropbox online program.

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

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

as requested.

I also ask that, if you withhold any information, that you note that something was withheld and that you describe what was withheld in as much detail as possible. In any event, please provide a signed notification citing the legal authorities on which you rely if you determine that any or all of the information is exempt and will not be disclosed.

If I can provide any clarification that will help expedite your attention to my request, please contact me at (650) 328-7700 or aruggiero@padailypost.com

I ask that you notify me of any duplication costs exceeding \$50 before you provide the records.

Thank you for your time and attention to this matter.

Best,

Angela Ruggiero
Reporter
Daily Post newspaper
385 Forest Avenue
Palo Alto, CA 94301