

# Los Angeles School Police Department

## STANDARD RECORDS REQUEST PROCEDURE

To obtain a copy of a School Police Report, one must submit either a handwritten or typed request (personal). Requests from agencies or LAUSD offices should be submitted on official business letterhead or school office letterhead.

All requests must include:

- 1) Today's Date
- 2) Name of person requesting the report
- 3) Name of victim (if applicable)
- 4) Name of other parties involved (if applicable)
- 5) Date and location of occurrence
- 6) Provide a brief description of the incident
- 7) Include School Police Report number, if known
- 8) State the purpose for obtaining a copy of report
- 9) Contact telephone number(s) where you may be reached if any questions or concerns arise
- 10) Indicate return mailing address or fax number
- 11) If you are an employee of **The Los Angeles Unified School District**, please include your employee number
- 12) Enclose your \$15.00 search and processing fee (waived for LAUSD school employees)
- 13) A copy of current proof of identification (i.e. Drivers' License, passport, California ID card)
- 14) If request is on behalf of another party, a valid release form must be attached.
- 15) Please be sure to sign your request (agencies: sign and indicate your agency title). Requests with no authorizing signature will be returned immediately and unprocessed.

THERE IS A \$15.00 FEE (RETURNED IF REQUESTED REPORT CANNOT BE RELEASED) PER EACH REQUEST. ONLY MONEY ORDER OR PERSONAL CHECK PAYMENT OPTIONS CAN BE ACCEPTED. PAYMENTS ARE TO BE MADE PAYABLE TO:

**"LOS ANGELES SCHOOL POLICE DEPARTMENT"**

Mail your request to:

Los Angeles School Police Department – Records Unit  
**attn: Custodian of Records**  
125 N. Beaudry Ave.  
Los Angeles, CA 90012

**PLEASE ALLOW 4-6 WEEKS FOR PROCESSING.**