|  |  |
| --- | --- |
| Name of Person Requesting Information: |       |
| Organization: |       |
| Street Address: |       |
| City/State/Zip: |       |
| Telephone Number: |       |
| Cell Number: |       |
| Fax Number: |       |
| Email Address: |       |
| Preferred Format: | ▢ Paper Copy ▢ Electronic Copy ▢ Inspection Only |
| Preferred Method of Delivery:  | ▢ U.S. Mail ▢ Pick Up ▢ Email ▢ Fax   |
| Detailed Description of Your Request: |       |

**\*NOTE:** Certain exceptions to disclosure exist under the Texas Public Information Act to protect against the disclosure of confidential or privileged information. If it appears that an exception to disclosure exists, an opinion will be sought from the Office of the Attorney General regarding your request.

Questions: Contact: Demetria Jimenez, Administration Office, 210-357-5005

You may submit the form by mail, fax, email or in person:

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| --- | --- | --- | --- |
| **By Mail:** | **By Fax:** | **By Email:** | **In Person:** |
| Lackland Independent School DistrictRequest for Public InformationAttn: Demetria Jimenez2460 Kenly Ave.San Antonio, TX 78236 | 210-357-5050Attn: Demetria JimenezRe: Request for Public Information | Jimenez.D@lacklandisd.netSubject: Request for Public InformationAttn: Demetria Jimenez | Lackland Independent School DistrictAdministration Office2460 Kenly Ave.San Antonio, TX 78236 |