
Note: Please refer to the [Public Information Act Handbook](#)¹ from the Office of the Attorney General to view additional forms, including a step-by-step guide to Public Information Act Deadlines for Governmental Bodies (Part Seven), and a sample Notice Statement to Persons Whose Proprietary Information is Requested (Part Eight). See GBA(EXHIBIT)—A for a sample form regarding Board Member Election of Confidentiality for Certain Personal Information.

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¹ Public Information Act Handbook: https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/publicinfo_hb.pdf

Exhibit A—Request for Information Form

Note: This sample request form and the attorney general’s [Texas Public Information Act Information Request Form](#)¹ may be used, but is not required, to request information from the District. A requester may use any form or format that complies with the requirements of the Public Information Act to submit a request for information to the District.

In accordance with GBAA(LEGAL) and the Texas Public Information Act, I request that the following District information be made available to me as copies or for my inspection. I agree to pay the duplication costs if the cost does not exceed \$40. I understand that if the cost will exceed \$40, I will receive an estimate of charges and will have the opportunity to modify or withdraw my request before any copies are made. I understand that the information I provide on this form is subject to public disclosure in accordance with law.

I understand that I may permit the District to redact responsive information the District considers confidential, without requesting a written decision from the attorney general. I understand that I am not required to provide such permission but doing so may streamline the handling of my request or reduce costs. If I agree to redactions in this request, as indicated below, I understand I may request the redacted information in a future information request if desired.

Public information requested <i>(Include description adequate to clarify request)</i>	Inspection only <i>(Check one)</i>	Copies requested <i>(Check one)</i>	Number of copies requested	Copy format <i>(Check option for paper or electronic)</i>	Allow District to redact information that may be confidential under PIA exceptions?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Paper (mailed) <input type="checkbox"/> Paper (will pick up) <input type="checkbox"/> Electronic	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Paper (mailed) <input type="checkbox"/> Paper (will pick up) <input type="checkbox"/> Electronic	<input type="checkbox"/> Yes <input type="checkbox"/> No

ACCESS TO PUBLIC INFORMATION
REQUESTS FOR INFORMATION

GBAA
(EXHIBIT)

Public information requested <i>(Include description adequate to clarify request)</i>	Inspection only <i>(Check one)</i>	Copies requested <i>(Check one)</i>	Number of copies requested	Copy format <i>(Check option for paper or electronic)</i>	Allow District to redact information that may be confidential under PIA exceptions?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Paper (mailed) <input type="checkbox"/> Paper (will pick up) <input type="checkbox"/> Electronic	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of person requesting information: _____

Phone: _____

Mailing Address: _____

City / State / Zip: _____

Email address *(if requesting electronic copy)*: _____

This completed form should be presented to the officer for public information or in a manner acceptable to the District under law.

For District's Internal Use Only

From: Officer for Public Information

To: Principal, department head, or other records custodian

Date: _____

The District received this request for public information on _____ *(date)*. Please take the following actions no later than _____ *(date)*.

- Request for Copies: If this information is readily available, please return this form and copies of requested information to my office. If sensitive, confidential, voluminous, or electronic information is included, please contact the officer for public information for further instructions, if any, prior to disclosure or transfer concerning the method of disclosure or transfer.

- Request for Inspection: If this information is readily available, please return this form indicating the place, dates, and times the requested information will be available for in-person inspection. If sensitive, confidential, voluminous, or electronic information is included, please contact the officer for public information for further instructions prior to disclosure.
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- If this information is not readily available for either inspection or duplication, please explain the circumstances preventing availability and indicate place, date, and time the requested information will be available for copies or inspection:
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¹ Texas Public Information Act Information Request Form: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/responding-pia-request/public-information-request-form>

Exhibit B—Response to Request for Information

Note: If the District receives a written request by U.S. mail and cannot adequately establish the actual date on which the District received the request, the written request is considered to have been received by the District on the third business day after the date of the postmark on a properly addressed request. *Gov't Code 552.301(a-1)*

Forms prescribed by the attorney general for use when redacting public information can be found on the [attorney general's website](#).¹

Note to administrator: Please remove the bold instructions below prior to delivering to a requestor.

From: Officer for Public Information

To: Person requesting information

Date: _____

Your request for public information was received by the District on _____ (date).

- The information will be available for inspection at _____ (location) on _____ (date) at _____ (time).
- Copies of the information you requested are ready and may be picked up at _____ (location) between 8:00 a.m. and 5:00 p.m. The charge for copies you requested will be \$ _____. Please bring exact change if paying with cash.
- Copies of the information you requested are hereby being provided on _____ (date) by _____ (method of disclosure, for example, mail, email, hand delivery, facsimile, overnight or express mail.). Enclosed is an invoice for charges of copies. Please make payment as indicated immediately upon receipt.
- The information is not readily available because _____. The information will be available at _____ (time) on _____ (date).
- All or some of the information you requested is confidential or otherwise protected from disclosure under the Texas Public Information Act (PIA). This information includes:

[Select from the following as applicable:]

- In accordance with the PIA, the District has asked for a decision from the attorney general about whether the information you requested is within an exception to public disclosure. Attached to this form, you will find a copy of our written communication to the attorney general asking for the decision. If our written communication to the attorney general discloses the requested information, that information will have been redacted from the copy you receive. **[If checking this item, attach to this form a copy of the District's communication to the attorney general, with redactions if legally authorized.]**
- In accordance with the PIA, the District has made redactions required by law that do not require the District to request a ruling from the attorney general. Attached to this form, you will find the required form notice provided by the attorney general's office that is required to accompany certain responsive information to your request that has been redacted. **[If checking this item, attach to this form a copy of the form notice prescribed by the attorney general, which may be downloaded from the attorney general's website.]**
- In accordance with the PIA or a previous determination issued by the attorney general for the precise information requested, the District has made redactions required by law that do not require the District to request a ruling from the attorney general. Attached to this form or provided below is the previous determination by the attorney general or the PIA provision concerning the redacted information:

_____ (insert the attorney general decision number or PIA section upon which the District is relying). **[If checking this item, you may also attach a copy of the specific previous determination issued by the attorney general for the exact information requested.]**
- The information you requested does not exist.
- Some of the information you requested does not exist. This information includes:

Officer for Public Information: _____

¹ Attorney General of Texas, Redacting Public Information: <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/responding-pia-request/redacting-public-information>

Exhibit C—Letter of Estimated Charges

Please refer to the [cost estimator tool](#)¹ on the attorney general's website for information. The cost estimator will automatically calculate the charges based on your inputs and generate a sample letter to the requestor. The cost estimator is based on charges established by the attorney general. Consult your school attorney if your charges are based on charges established by the District.

¹ Texas Attorney General, Cost Estimator Tool: <https://www.texasattorneygeneral.gov/og/public-information-cost-estimate-model>