



## Request for Information Form

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.

Public information requested (include description adequate to clarify request)	Inspection only (Circle one)	Copies requested  (Circle one)	Number of copies requested	Copy format (circle appropriate choice for paper or electronic)
	Yes  No	Yes  No		Paper – mailed  Paper – will pick up  Electronic
	Yes  No	Yes  No		Paper – mailed  Paper – will pick up  Electronic
	Yes  No	Yes  No		Paper – mailed  Paper – will pick up  Electronic

Name of person requesting information: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Email address (if requesting electronic copy): \_\_\_\_\_

*This completed form should be presented to the officer for public information.*



***For Office Use Only***

From: Jean Ann Collins, Officer for Public Information

To: \_\_\_\_\_, principal or department head

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, concerning method of transfer.
- Request for Inspection:** Please indicate the place, dates, and times the requested information will be available for inspection.
- If this information is not readily available, please explain the circumstances preventing availability and indicate place, date and time the requested information will be available for copies or inspection:



## Response to Request for Information

From: Jean Ann Collins, Officer for Public Information

To: \_\_\_\_\_

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, e.g., mail, email, hand delivery, facsimile, overnight or express mail, etc.). 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. This information includes:

\_\_\_\_\_  
\_\_\_\_\_

In accordance with the Act, 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.)**

- The information you requested does not exist.
- Some of the information you requested does not exist. This information includes:

\_\_\_\_\_  
\_\_\_\_\_

Officer for Public Information \_\_\_\_\_



## Letter of Estimated Charges

Please refer to the cost estimator tool<sup>1</sup> 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.

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<sup>1</sup> Texas Attorney General, Cost Estimator Tool: <https://www2.texasattorneygeneral.gov/og/public-information-cost-estimate-model>