

HUFFMAN ISD – PUBLIC INFORMATION REQUEST 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.

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 (include description adequate to clarify request)

Inspection Only: Yes ___ No ___

Copies Requested: Yes ___ No ___ Number of copies: ___

Copy format: Paper - mailed ___ Paper - will pick up: ___ Electronic ___

Allow District to redact information that may be confidential under PIA exceptions? Yes ___ No ___

Name of person requesting information: _____

Phone: _____

Mailing Address: _____

City / State / Zip _____

Email Address: _____

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

Superintendent Signature _____

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.

- 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:

¹ Texas Public Information Act Information Request Form:

<https://www.texasattorneygeneral.gov/opengovernment/governmental-bodies/responding-pia-request/public-information-request-form>