

Muenster Independent School District
PO Box 608
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940-759-2281
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In accordance with GBAA (Legal) and the Texas Public Information Act, I request that the following records of the District be made available to me as copies 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.

| Inspection only | Copies requested | Copy format (paper or electronic) | Number of copies requested | Public information requested (include description adequate to clarify request) |
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Name of person requesting information: _____
 Phone: _____
 Address: _____
 City/State/Zip: _____
 Email address (if requesting electronic copy): _____

This completed form should be presented to the Superintendent or designee.

From: Superintendent
 To: Principal or department head
 Date: _____

The District received this request for public information on _____(date).

Request for Copies: If this information is readily available, please respond electronically via email with documents attached or attach the copies to this form and return the form and copies to my office.

Request for Inspection: Please indicate the place, dates, and times the requested information will be available for inspection.
