

Roma Independent School District

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BOARD MEMBER REQUEST FOR INFORMATION, DOCUMENTS AND RECORDS

Board members wishing to make a request for information, records, or documents in his or her personal capacity should follow the procedures to make a public information request found at <https://www.romaisd.com/district/meet-our-school-board/board-operating-procedures/new-page>.

The following should be completed by an individual Board member requesting a Roma ISD record, document or information, when the request is made in his or her official capacity and when the request is subject to tracking under Section 11.1512 of the Texas Education Code and any applicable Roma ISD operating procedures.

Name of Board Member: _____

Phone Number and Email Address: _____

Please provide a description of the information requested. The request should include enough detail to enable the RISD personnel to accurately identify and locate the requested information and the time frame for the requested records (dates).

I certify that I am requesting the above referenced information and records in my *official capacity as a Roma ISD Board member* and understand that this request is subject to the tracking and reporting requirements of Section 11.1512 of the Texas Education Code.

Signature of Board Member Date

Printed Name

For Office Use Only

Date Received: _____

- Approved
 Denied

Reasons, if denied: _____

Number of pages requested: _____
Date the information was provided to the Board member: _____
Cost to Roma ISD: _____

For tracking purposes, the cost of the request will be calculated as if the Board member requested one complete set of the records, even if duplicates are provided to the rest of the Board. The cost will be calculated using the Texas Attorney General rules for charges under the Texas Public Information Act. No cost will be charged to the Board member.

Signature of the RISD personnel providing the information: _____

Date Materials Returned by Board Member: _____

Signature of RISD personnel accepting returned materials: _____

**NOTICE OF A BOARD MEMBERS' REQUESTS FOR INFORMATION,
DOCUMENTS, AND RECORDS**

Board Member's Name	Number of Pages Requested In a 90-day Period	Dates (Applicable 90-day period)	Cost to Roma ISD