



# Administrative Regulations

South San Antonio Independent School District

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Information Access: How to Submit a Request for Public Information - 2023	

## Requests for Public Information

South San Antonio ISD utilizes JUSTFOIA Request for Records Software Tracking system for requests for public information. This software allows the district to record, track, fulfill and report on records requests from the public.

All open records request information is accessible through the district website from the following link:

<https://www.southsanisd.net/Page/5968>

When a request is received, JUSTFOIA will alert the Communications and Marketing Department via email. The request is reviewed and sent to the appropriate department for the information. The department will have 10 business days to complete the request.

Once the request is filled, an email of completion is sent to the requestor with the designated information. The software system will keep a record of all requested items for reference.

*Note: An extension may be requested by the department fulfilling the request if extra time is needed for research of documents. Cost is determined on a case-by-case basis, as time and materials are determined.*