

# Roma Independent School District

**Mr. Carlos M. Gonzalez, Jr.**  
Superintendent of Schools  
P. O. Box 187  
Roma, Texas 78584  
[cgonzalez@romaisd.com](mailto:cgonzalez@romaisd.com)  
Phone: 956.849.1377  
Fax: 956.849.4874



**School Board of Trustees**  
Mr. Ricardo A. Pérez, President  
Mrs. Yadira A. Barrera, Vice President  
Mrs. Mary Lou Cruz, Secretary  
Mr. Jaime Escobar, Member  
Mr. Iv Garza, Jr., Member  
Mrs. Karina Mascorro, Member  
Mr. Jesus Rios Jr., Member

## 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: \_\_\_\_\_

