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## Exhibit A—Board Member Request for Information, Documents, and Records

**Note to administrator:** This form may be provided to an individual Board member making a request outside of a school Board meeting for information, documents, and records as specified in Education Code 11.1512. The District will comply with requests for information in accordance with law, Board operating procedures, and administrative regulations. [See BBE] A district is not required to use this form. However, if used, this form and the information on this form may be subject to disclosure under the Texas Public Information Act (PIA) and records retention requirements under the Local Government Records Act (LGRA).

A Board member wishing to make a request for information in his or her personal capacity should follow the procedures to make a public information request found at <https://www.ectorcountysd.org/Page/24713>. [For additional information on the Public Information Act, see the GB policy series.]

The following form should be filled out completely by an individual Board member requesting a District record when the request is made in his or her official capacity and when the request is subject to tracking under Education Code section 11.1512 and any applicable Board operating procedures.

Board members name: \_\_\_\_\_

Please provide below a description of the information requested. Include enough detail to enable the District to accurately identify and locate the information requested.

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Once complete, please submit this form to the Superintendent.

### Please Sign Below

I certify that I am requesting the above information in my official capacity as a Board member and understand that this request is subject to the tracking and reporting requirements of Education Code section 11.1512.

Board member signature \_\_\_\_\_

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***For Office Use Only***

**Disposition of request:**

Date received: \_\_\_\_\_

Approved

Denied

Reasons, if denied:

\_\_\_\_\_  
\_\_\_\_\_

Number of pages requested: \_\_\_\_\_

Date the information was made available to the Board member: \_\_\_\_\_

Cost to the District: \_\_\_\_\_

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 actually be charged to the Board member.

Signature of person providing the information: \_\_\_\_\_

**Materials returned:**

Date returned: \_\_\_\_\_

Signature of person accepting returned materials: \_\_\_\_\_

### Exhibit B—Notice of a Board Member’s Requests for Information, Documents, and Records

**Note to administrator:** This sample public notice may be modified to comply with posting requirements. State law requires the District to post in a place convenient to the public the cost of responding to one or more requests for information, documents, and records submitted by a Board member if the request(s) totals 200 or more pages of material in a 90-day period.

Board Member’s Name	Number of Pages Requested in a 90-day Period	Dates (Applicable 90-day Period)	Cost to the District

### Exhibit C—Optional Tracking Chart for Board Member Requests for District Information, Documents, and Records

**Note to administrator:** Below is an optional, sample tracking chart that a school district may modify for use to collect information related to board member requests for district information to assist with calculating information required for public posting and/or TEA reporting. [See (EXHIBIT)-B] A district is not required to use this form. However, if used, this form and the information on this form may be subject to disclosure under the Texas Public Information Act (PIA) and records retention requirements under the Local Government Records Act (LGRA).

Board Member's Name	Date of Request	Date Request Fulfilled	Number of Pages of Responsive Materials Produced	Requested Outside of a School Board Meeting (Y/N?)

## Exhibit D - Cover Sheet for Board Member Receipt of or Access to Information

**Note to administrator:** This form may be modified for use to inform a board member about the member's responsibilities related to the information being provided in response to a request for information, documents, and records as specified in Education Code 11.1512.

***[Describe the specific type of District Information requested by and provided to the Board member in his or her official capacity.]***

Information requested: \_\_\_\_\_

Date Information was provided or accessed: \_\_\_\_\_

You are being provided the attached information, documents, or records for review in your official capacity as a District Board member. Please be advised that the attached may contain confidential information that may be withheld from members of the general public in accordance with the Public Information ACT (PIA), the Family Educational Rights and Privacy Act (FERPA), or other laws.

The attached information is provided for use only in your official capacity as a Board member and may not be shared with unauthorized District employees, members of the public, or others unless authorized in accordance with law. It is your responsibility to comply with confidentiality requirements and the District's Information security controls. Please contact the District if you receive a request for any information in your possession and, upon completion of your review, return the information to the District.

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***[Include the following Note if any confidential student record information or other personally identifiable and confidential information has been redacted.]***

**Note:** The attached information contains confidential student information, records, or other personally identifiable confidential records, which have been removed or redacted pursuant to Board policy and local procedures.

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If you have questions regarding the attached records, please contact the Superintendent or \_\_\_\_\_ (other designated custodian of records, if applicable).

If you suspect loss or unauthorized access to the information provided, please contact the Superintendent immediately.