



# San Benito Schools – A Consolidated Independent School District

## PUBLIC INFORMATION PROGRAM (OPEN RECORDS)

### REQUEST FOR RECORDS

In accordance with **San Benito CISD Board Policy GBA** (Public Information Program: Access to Public Information) and the **Public Information Act** (formerly the Open Records Act), I hereby request that copies of the following records of the San Benito CISD be made available for my inspection and/or duplication. I also agree to pay the duplication costs at the rate adopted by the San Benito CISD Board of Trustees.

| For Inspection Only<br>(Please Check) | Number of Copies<br>Requested | Public Information Being Requested<br>(Please include a description sufficiently adequate to clarify request.) |
|---------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>              | _____                         | _____<br>_____<br>_____                                                                                        |
| <input type="checkbox"/>              | _____                         | _____<br>_____<br>_____                                                                                        |
| <input type="checkbox"/>              | _____                         | _____<br>_____<br>_____                                                                                        |

\_\_\_\_\_  
*Printed Name of Person Requesting Public Information*

\_\_\_\_\_  
*Signature of Person Requesting Public Information*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*E-mail Address (required if requesting electronic file)*

\_\_\_\_\_  
*Date of Request*

SUBMIT COMPLETED FORM TO: San Benito CISD  
Attn.: **Human Resources | Open Records**  
240 N. Crockett St. • San Benito, TX 78586  
(956) 361-6186 • [openrecords@sbcisd.net](mailto:openrecords@sbcisd.net)