Public Information Request Form

Name of Person Requesting Information:	
Organization:	
Street Address:	
City/State/Zip:	
Telephone Number:	
Cell Number:	
Fax Number:	
Email Address:	
Preferred Format:	☐ Paper Copy ☐ Electronic Copy ☐ Inspection Only
Preferred Method of Delivery:	☐ U.S. Mail ☐ Pick Up ☐ Email ☐ Fax
Detailed Description of Your Request:	

***NOTE:** Certain exceptions to disclosure exist under the Texas Public Information Act to protect against the disclosure of confidential or privileged information. If it appears that an exception to disclosure exists, an opinion will be sought from the Office of the Attorney General regarding your request.

Questions: Contact Penny Smith, Administration Office, 972-435-1000

You may submit the form by mail, fax, email or in person:

By Mail:	By Fax:	By Email:	In Person:
Maypearl Independent School District Request for Public Information Attn: Penny Smith P.O. Box 40 Maypearl, TX 76064	972-435-1001 Attn: Penny Smith Re: Request for Public Information	**info@maypearlisd.org** Subject: Request for Public Information Attn: Penny Smith	Maypearl Independent School District Administration Office 309 Main Street Maypearl, TX 76064

Date received: _____