CLINT INDEPENDENT SCHOOL DISTRICT DEPARTMENT OF

HUMAN RESOURCES

Request for Information

(process can take up to ten (10) business days)

Requestor's Information

Name: _____ Business/Other: _____

Mailing Address: _____ City_____ State___ Zip Code_____

Phone Number: _____ Fax: _____ Email: _____

Type of Information Requested: ☐ Subpoena ☐ Public ☐ Student ☐ Employee ☐ Other

Photo ID will be required for Student Records requested by Parent or Legal Guardian

☐ Requested Information Below (Please be specific by providing name, DOB, location, grade, time of incident, etc.)

Request Media/Video Footage: ☐ **On-site Only** (Appointment will be scheduled by the Coordinator of Student Services to view)

Requested Documents /Records Deliver By: ☐ Pick-up ☐ Email ☐ Regular Mail ☐ Fax

☐ Viewed On-site

Requestor's Signature: _____ Date: _____

Please submit request to:
Clint Independent School District
Human Resources Department
14521 Horizon Blvd.
El Paso, TX 79928
Fax: (915) 915-926-4069
Email: *frank.macias@clint.net*

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

CISD USE ONLY

Date Received: _____ **Received By:** _____

ORR Number: _____

Requested Information Received By: _____ **Date:** _____

Public Notification of Nondiscrimination It is the policy of Clint ISD not to discriminate on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.