Waco ISD Public Information Request Form

Name: _____________________________________________ Date: ___________________

Mailing Address: ______________________________________________________________

City: _____________________________ State ___________ Zip Code _________________

Telephone Number:  H (_____) ___________________   W (_____) _____________________

E-mail address________________________________________________________________

“Public information” means information that is collected, assembled, or maintained under a law
or ordinance or in connection with the transaction of official business by the Board or for the
Board and to which the Board has a right of access. [Gov’t Code 552.002 (a) and GBA (Legal)].

All requests for Waco ISD public information shall be forwarded to the Director of
Communications for processing. Every effort will be made to promptly produce the requested
information. If the information requested is in a remote storage facility, will require programming
or manipulation of data, or otherwise is not readily available, an estimate of cost and anticipated
time required to provide the information in the requested form will be given.

Please clearly and concisely describe the information being requested.
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Please check one:        ______ inspection only            _______ number of copies requested

________________________________________________

Signature of Requestor

(Note: This form has been created as a courtesy but is not required to invoke the Texas Public Information Act.)