



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