



# Longview Independent School District Request for Public Information

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide at least **one** of the following: a mailing address; a telephone number; a facsimile number; and/or, an email address so that Longview ISD has a method of communicating with you to efficiently and promptly furnish the information you requested.

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile Number (FAX): \_\_\_\_\_

Electronic Mail Address (E-MAIL): \_\_\_\_\_

"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)]

The District shall "promptly" produce readily available public information for inspection, duplication, or both on application by any person to the appropriate administrator or staffer. "Promptly" means as soon as possible under the circumstances, that is, within a reasonable time, without delay, not to exceed ten business days. In the event the information is stored, will require programming or manipulation of data, or otherwise is not readily available, an estimation of the time when the information will be available will be given.

### **Please clearly and concisely describe the information being requested.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check or indicate: \_\_\_\_\_ inspection only \_\_\_\_\_ number of copies/sets requested\*

If you are requesting copies, please indicate below whether you prefer: (a) to pick-up the information in person at the Education Support Center, located at 1301 E. Young Street, during our regular business hours; or, (b) for LISD to send the information to you (postage & handling charges may apply).

Please check or indicate: \_\_\_\_\_ Requestor to pick up **OR** \_\_\_\_\_ LISD to send

\* Please note that if copies are requested, the charge for standard-paper copies is \$.10 per page. Please refer to Longview ISD policy GBA (EXHIBIT) for additional information on charges including postage & handling fees and/or to obtain information regarding charges for nonstandard copies.

**To Be Completed by LISD Communications**

District staffer handling request: \_\_\_\_\_

Request: \_\_\_ approved \_\_\_ information not available \_\_\_ requesting a ruling from Attorney General

Date Information Furnished/Request Completed \_\_\_\_\_

Anticipated date information not readily available will be given to requestor \_\_\_\_\_

Fee \_\_\_\_\_ (if any)

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