



Huntsville Independent School District

441 FM 2821 East
Huntsville, Texas 77320
huntsville-isd.org

Public Information Request Form

Pursuant to the Public Information Act, Texas Government Code Section 552, I hereby request copies of the following:

- _____
- _____
- _____
- _____

Please Print:

Name: _____ Signature: _____ Date: _____

Address: _____ Telephone #: _____

Email Address: _____

_____ I wish a copy of the requested information. I understand that I must pay \$0.10 per page for standard size paper copies. Information copied onto nonstandard-size paper, cassette tapes or computer disks and photographs will require additional charges.

_____ I do not want copies, but only request to inspect the information. Please call me at the number above to schedule a time when the records will be available.

In making this request I understand that HISD is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to a release. I further understand that the District has 10 business/operating days (excluding holidays, weekends and district closures) in which to request such a determination.

Please submit your form to Huntsville ISD Public Information Office:

deliver or mail to 441 FM 2821 E, Huntsville, TX 77320; fax to (936) 435-6656; or email to sduncan@huntsville-isd.org