

Robstown Independent School District

801 N. First Street
Robstown, Texas 78380
Tel (361) 767-6600 Fax (361) 767-6553

PUBLIC INFORMATION REQUEST

Please provide the following information so that Robstown ISD has a method of communicating with you to efficiently and promptly furnish the information you requested.

Requestor Name (Please Print) _____ Date: _____

Mailing Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Facsimile Number (FAX) _____

Email 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. Code 552.002(a) and District Policy, GBA (Legal).

The district shall promptly release requested information that is not confidential by law. Under Texas Government Code §552.117 (a) (1), employees may choose by written request to keep their address, phone number, social security number, and family information private. The District has the responsibility to withhold this information, if applicable. “Promptly” means as soon as possible under the circumstances, that is, within a reasonable time, without delay. Documents considered public information shall be made available for review and/or copying. For any items that the district wishes to withhold, the district will ask for a ruling from the Office of the Texas Attorney General. The requestor will be sent a copy of that communication. If the request cannot be produced within ten (10) business days, the Assistant Superintendent will notify the requester in writing of the reasonable date and costs if applicable.

Please clearly and concisely describe the information being requested.

Please check or indicate: _____ Inspection Only **OR** _____ Number of copies/sets requested

Signature of Requestor

FOR DISTRICT USE ONLY

Date received: _____ Received (employee): _____

Action taken by District in obtaining information:

Date Information Released: _____ Employee releasing info: _____