

INFORMATION ACCESS
REQUESTS FOR INFORMATION

GBAA
(EXHIBIT)

EXHIBIT A

REQUEST FOR RECORDS

In accordance with GBAA(LEGAL) and the Texas Public Information Act, I request that the following records of the District be made available to me as copies or for my inspection. I agree to pay the duplication costs if the cost does not exceed \$40. I understand that if the cost will exceed \$40, I will receive an estimate of charges and will have the opportunity to modify or withdraw my request before any copies are made.

Please check the appropriate box:

Inspection only	OR	Copies requested	Copy format (paper or electronic)	Number of copies requested	Public information requested (include description adequate to clarify request)
<input type="checkbox"/>		<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>		<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>		<input type="checkbox"/>	_____	_____	_____

Name of Person Requesting Information		Phone
Mailing Address	City	State / Zip
E-mail Address (if requesting an electronic copy)		

This completed form should be presented to the Superintendent or designee.

FROM: Superintendent Date _____

TO: Principal or Department Head

The District received this request for public information on _____ (date).

REQUEST FOR COPIES: If this information is readily available, please respond electronically via e-mail with documents attached or attach the copies to this form and return the form and copies to my office.

REQUEST FOR INSPECTION: Please indicate the place, dates, and times the requested information will be available for inspection.

If this information is not readily available, please check and explain.