



FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT Public Information Requests

Fort Sam Houston Independent School district, as a local governmental entity, is subject to the requirements of the Texas Public Information Act. All requests must be submitted to the Public Information Office in writing and must include:

- Your name
- Address
- Phone number
- Fax number, if available, and
- Description of the information and/or documentation being requested. Please be specific.

Requests may be submitted as follows:

- **By Mail**
Send the written request to:
Jayne Hatton
FSHISD Public Information Officer
4005 Winans Road
San Antonio, TX 78234
- **By Email**
Send to jhatton@fshisd.net. Subject hearing should read "Public Information Request" or "Open Records Request."
- **In Person**
Turn in the written request to the FSHISD Public Information Office, located in the Administration Building at 4005 Winans Road. Business hours are Monday through Friday, 7:30 a.m. to 4:30 p.m., during the regular school year. The Administration Building is closed on Fridays during the summer.

Upon receipt of a request, the District has 10 business days to respond. If it cannot be produced within 10 business days, the public information officer will notify you in writing of the reasonable date and time when it will be available.

Cost of Records

According to the Texas Public Information Act, you must respond to any written estimate of charges within 10 days of the date the governmental body sent it or the request may be deemed withdrawn. If estimated costs exceed \$100, the governmental body may require a bond, pre-payment or deposit.

For more information, contact Jayne Hatton at (210) 368-8725.