

Rosebud-Lott Independent School District

PO Box 638, Rosebud, TX 76570

Phone (254) 583-4510

Fax (254) 583-4469

Request for Public Information Form

Name: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: H _____ W _____

“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)}.

Central office requests for public information shall go through the superintendent’s office. Every effort will be made to produce promptly the requested information. In the event the information is stored or otherwise not readily available, an estimation of the time the information will be available will be given.

Please clearly and concisely describe the information being requested.

Please check: Inspection only Number of copies/sets requested _____
(\$.10 per page up to 50 pages; 50+ copies \$.15 per page)

Signature

District person handling request: _____

Fee: _____ (if any)

Request has been:

- Approved
- Disapproved
- Information not available
- Needs ruling from Attorney General

Signing document indicates that you have received the information requested.

Signature

Date

Comments: _____

