

# CANTON ISD OPEN RECORDS REQUEST

Canton Independent School District  
225 West Elm Street  
Canton, Texas 75103

**Records Requested:** \_\_\_\_\_

\_\_\_\_\_

**Number of Copies requested:** \_\_\_\_\_

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## Records Requested by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use:

Identification Received: \_\_\_\_\_

Records: \_\_\_\_\_ Picked up \_\_\_\_\_ Mailed \_\_\_\_\_ Faxed \_\_\_\_\_

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Public Information Act, Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought. Canton ISD may review it promptly, and 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.

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