

*North Forest Independent School District*  
**PUBLIC INFORMATION REQUEST FORM**

Requestor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City/Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ email: \_\_\_\_\_

**Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information (Please be specific as to the data that you are requesting and the format you desire):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ I would like a copy of the requested information, and I understand that I must pay for the copies according to GSC requirements.

\_\_\_\_\_ I do not want copies of the data but wish to inspect the originals. Please contact me at the telephone number listed to schedule a time at which the records will be available for viewing.

In making this request, I understand that:

- North Forest ISD is under no obligation to create a document to satisfy my request or comply with a standing request for information.
- Items expressly confidential under law will not be disclosed (please read Public Information Handbook Part Two, Exceptions to Disclosure, at [www.oag.state.tx.us](http://www.oag.state.tx.us) for more information)
- Per law, North Forest ISD has ten (10) business days in which to provide me the requested information.

**FOR DISTRICT USE ONLY**

Date received \_\_\_\_\_ Received by (employee) \_\_\_\_\_

Assistant Superintendent Approval: \_\_\_\_\_

Cost \_\_\_\_\_ Date Information Released \_\_\_\_\_

Employee releasing information: \_\_\_\_\_