



# EDGEWOOD INDEPENDENT SCHOOL DISTRICT

804 E. Pine - Edgewood, TX - 75117 - Office Phone: 903-896-4332 - Fax: 903.896.4306

Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Requestor Email Address: \_\_\_\_\_

The Texas Public Information Act, Texas Government Code, Chapter 552 et seq., gives the right to request access to government records in writing. Edgewood ISD will comply with the Texas Public Information Act and with the EISD Board Policy GBA (Legal) when responding to a written request for records made in accordance with the Act.

The district will "promptly" produce readily available public information for inspection, duplication, or both on application by any person to the appropriate administrator or staffer. "Promptly" means as soon as possible under the circumstances, that is, within a reasonable time, without delay, not to exceed ten business days. In the event the information is stored, will require programming or manipulation of data, or otherwise is not readily available, an estimation of the time when the information will be available will be given.

**Please clearly and concisely describe the information being requested.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check or indicate: \_\_\_\_\_ inspection only \_\_\_\_\_ number of copies/sets requested

If you are requesting copies, please indicate below whether you prefer to pick up the information in person at the EISD Administration office during our regular business hours or you would like EISD to send the information to you (postage & handling charges may apply.)

Please check or indicate: \_\_\_\_\_ Requestor to pick up \_\_\_\_\_ EISD to send

Return the completed request form to the EISD Administration office.

Charges	Amount
Personnel time for locating, compiling, manipulating data, & reproducing records	\$15.00/hour
Computer Programming	\$28.50/hour
Overhead	20% of the personnel or programming charge
Paper Copies (single-sided, black & white, standard size 8.5x11)	\$0.10/page
Oversize Paper (not including maps and photographed)	\$0.50/page
Compact Disk (CD)	\$1.00 each
DVD	\$3.00 each
Postage	TBD

*\*Labor costs can be charged if there are more than 50 pages of copies or information requested in two or more buildings or if the copies are nonstandard documents including electronic information.*

SIGNATURE



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**To be completed by EISD Administration**

District staffer handling request: \_\_\_\_\_

Request:

\_\_\_ Approved \_\_\_ Information not available \_\_\_ Requesting a ruling from Attorney General

Date Information Furnished/Request Completed: \_\_\_\_\_

Fee: \_\_\_\_\_ (if any)