



GONZALES INDEPENDENT SCHOOL DISTRICT

1615 Saint Louis Street Gonzales, Texas 78629
Phone: 830-672-9551
Email: gisd.communications@gonzalesisd.net |
www.gonzalesisd.net

REQUEST FOR PUBLIC INFORMATION

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.

NAME OF REQUESTOR: _____ **DATE:** _____

MAILING ADDRESS: _____ **CITY/STATE/ZIP:** _____

DAYTIME PHONE #: _____ **EMAIL:** _____

Please indicate which option is preferred, once the request is fulfilled: Inspection Duplication

If duplication is preferred, please indicate delivery/receipt method: Mail Pickup Email

Description of the Information Requested (Note: Describe the information as precisely as you can):

Date Range of Records (optional): From _____ to _____

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions [HERE](#).

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request. If you agree to redactions in this request, then you may request the redacted information in a future information request.

Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you receive? YES NO

Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive? YES NO

This form should be submitted by to: Gonzales ISD
Attention: Communications
Email: gisd.communications@gonzalesisd.net |Phone: 830-672-9551
www.gonzalesisd.net