



Ysleta Independent School District

YISD PUBLIC INFORMATION REQUEST GUIDELINES

The Texas Government Code at Chapter 552, is more commonly known as the "Public Information Act." Public information means information that is collected, assembled, or maintained under a law or ordinance or in connection with a transaction of official business by the Board or for the Board and to which the Board has a right of access. Detailed information on the Act and the Public Information Handbook can be obtained through the Office of the Attorney General (OAG) website www.oag.state.tx.us. The public is encouraged to visit this site when contemplating a request for information from the Ysleta Independent School District.

Making a Request. The request must ask for records or information already in existence. The Act does not require a governmental body to create new information, to do legal research, or to answer questions.

Charges to the Requestor. A person can ask to view the information, get copies of the information, or both. If a request is for copies of information, then the governmental body may charge for the copies. If the request is to inspect the public information, charges may apply under specified circumstances.

Responsibilities of Requestor. Any person who requests public information has the responsibility to:

- Submit a written request according to a governmental body's reasonable procedures.
- Include enough description and detail of the information that you want so that the governmental body can accurately identify and locate the items you are requesting.
- Cooperate with the governmental body's reasonable requests that you clarify the type or amount of information that you are requesting.

For your convenience the District provides numerous documents online at no charge. Below is a partial listing of what is available online at www.yisd.net

Board Meeting Agendas and Minutes

Board Policy Manual

(click on Board of Trustees)

Budget and Tax

Enrollment Statistics

Salary Schedules

School Calendar

School Directory

Student Handbook

If you have any questions, please call Records Management at 915-434-0211.

9600 Sims • El Paso, Texas 79925 • (915) 434-0211 • FAX: (915) 435-9538

www.yisd.net



Ysleta Independent School District

PUBLIC INFORMATION REQUEST

This form may be printed from online, completed, and faxed to (915) 435-9538 or mailed to:

YISD
Records Management Office
9600 Sims
El Paso, Texas 79925

Date	_____	Organization	_____
Requestor	_____	Phone Number	_____
Address	_____	Fax Number	_____
City/Zip Code	_____	E-mail	_____

Please be specific as to **exactly** what information you are requesting and the format desired for the information (such as alphabetical, by school, by zip code, CD, labels, etc.). _____

Items expressly confidential under law will not be disclosed. Refer to the Public Information Handbook, Part Two, Exceptions to Disclosure, at www.oag.state.tx.us for more information.

Within approximately 10 working days from the date the request is received, you will be notified of the estimated time of availability and the costs associated with your request. Charges may apply on any request. For more detailed information on Guidelines for Copy Charges, see GBAA Exhibit in YISD's online policy manual. The exhibit is available at www.yisd.net, click on the Board of Trustees tab.



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Approximate Charges

The minimum charge for any request requiring computer time is \$28.50 plus the cost of materials.

Compact Disk (CD)	\$ 1 each
Computer Report, Standard Size	.10 per page
Copy, Over-Sized Paper	.50 per page
Copy, Other Nonstandard	actual cost
Copy, Standard Size (8 1/2 x 11)	.10 per page
DVD (Digital Video Disk)	\$ 3 each
Diskette	\$ 1 each
Fax charge	.10 per page
Label, Computer (standard)	.01 per label
Label, Computer (special)	.03 per label
Labor Costs (when applicable)*	\$15 per hour
Postage and Shipping Charges	actual cost
Programming Time Charge	\$ 28.50 per hour
Supplies, Miscellaneous	actual cost
Tape, Audio	\$ 1 each
Tape, Magnetic (various sizes)	actual cost
Tape, Video	\$ 2.50 each
Other	actual cost
*Overhead Charge (only if labor costs are incurred)	20 percent of labor cost