



PUBLIC INFORMATION REQUEST

Please submit your request via regular US mail or fax to:

Ysleta Independent School District
Records Management
9600 Sims
El Paso, Texas 79925
Fax: 915-435-9538

Date _____
Requestor _____
Organization _____
Phone Number _____
Address _____
Fax Number _____
City/Zip Code _____
Email _____

Please be specific as to exactly what information you are requesting and the preferred format (i.e., alphabetical, by school, by zip, CD, etc.)

Items expressly confidential under law will not be disclosed. For more information you may refer to the Public Information Handbook available online at www.texasattorneygeneral.gov.

Within approximately 10 business days from the date the request is received, you will be notified of the estimated costs associated with your request. Charges may apply to any request. Refer to GBAA Exhibit, Guidelines for Copy Charges in the Board Policy Manual at www.yisd.net.



YISD Public Information Request Guidelines

Making a Request. The request must be submitted in writing and 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 may ask to view the information, get copies of the information or both. If a request is for copies of information, the governmental body may charge for the copies. If a request is only for an opportunity to inspect information, then usually the governmental body may not impose a charge on the requestor. However, under certain limited circumstances a governmental body may impose a charge for access to information.

Responsibilities of Requestors.

All people who request public information have the responsibility to:

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

For your convenience, the District provides numerous documents online. Below is a partial listing of what is available online at www.yisd.net.

| | |
|-----------------------------------|---------------------------|
| 2015 Bond Information | Enrollment Statistics |
| AP Check Registers | Financial Audits |
| Board Meeting Agendas and Minutes | Payroll Costs |
| Board Policy Manual | Salary Schedules |
| Budget | School Calendar |
| Debt Information | Superintendent's Contract |

Charges for Providing Copies of Public Information (partial listing)

- Digital video disc (DVD)--\$3.00
- Labor - \$15.00/hour
- Miscellaneous supplies – actual cost
- Non-rewritable CD (CD-R)--\$1.00
- Other electronic media--actual cost
- Overhead Charge – 20% of labor charge
- Postage and shipping – actual cost
- Programming Labor - \$28.50/hour
- Standard paper copy. \$.10 per page