

SANTA FE INDEPENDENT SCHOOL DISTRICT
REQUEST FOR RELEASE OF PUBLIC RECORDS

Rev. 07/24/2013

All persons requesting copies of Public Records must complete the form below and have the request approved by the proper administrator before the information is made available to that person.

Employees of the school must also follow this procedure if the information requested is not within the realm of their jurisdiction.

Copies of requested information are available at a cost of \$0.10 per page payable in advance. Allow 10 business days for completion of requested information.

Submit to Human Resources Department by US Postal Service, fax, or email.

PO Box 370, Santa Fe, TX 77510

Fax# 409-925-4002

Lori.marks@sfisd.org

The person in charge of public information is responsible for its proper care and security.

Date of Request _____ Person Receiving Request/Date _____

NAME, ADDRESS AND PHONE NUMBER OF PERSON MAKING REQUEST

Name – Please Print _____

Street Address _____

Mailing Address _____

City & State _____

Phone Number _____

Signature _____

NUMBER OF COPIES REQUESTED _____

INFORMATION REQUESTED _____

I authorize the release of the above information and verify that it is information that is covered in the Open Meetings Act.

Signature of Administrator

FULFILLMENT OF REQUEST:

DATE _____ FULFILLED BY _____

➤ INFORMATION RECEIVED BY _____