

Public Information Request Form

Requester Information (Please print legibly.)

Your Full Name: _____

Your Phone Number: _____

Your Mailing Address: _____

Your Email Address: _____

Your Fax Number: _____

Please detail the information requested: (Describe the information as precisely as you can.)

Date Range (optional): From: _____ To: _____

Preferred Method of Delivery:

- USPS Email In person By fax

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 the 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 received?

- 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 received?

- Yes No

Please return this form to the Center for Educator Development, Transformation, and Organizational Culture by mail or in person to 7145 West Tidwell Road, Houston, Texas 77092; by email to publicinformation@esc4.net; or by fax to 713.744.0688. Copy and labor charges may apply to your request.

Requestor _____

Signature _____