



16717 Ella Blvd.  
Houston, Texas 77090  
281-891-6370  
**www.springisd.org**

## PUBLIC INFORMATION REQUEST FORM

### Requestor Information

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Please detail documents requested:

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Preferred Method of Delivery:

- Mail
  E-mail
  In person
  By fax

\_\_\_\_\_  
Requestor Signature \_\_\_\_\_  
Date

**Please return this form to the Office of the General Counsel by mail or in person to 16717 Ella Boulevard, Houston, TX 77090; by e-mail to [publicinformation@springisd.org](mailto:publicinformation@springisd.org); or by fax to 281-891-6371. Copy and labor charges may apply to your request in accordance with Board Policy GBAA, found at <http://pol.tasb.org/Policy/Code/598?filter=GBAA>. If you have questions about making a request for public information, please call the Office of the General Counsel at 281-891-6370.**

Please note that student records and information are not public information available to the general public. For individual student records and information, please contact the campus at which your student is located.

\*NOTE: Certain exceptions to disclosure exist under the Texas Public Information act to protect against the disclosure of confidential or privileged information. If it appears that an exception to disclosure exists, a formal opinion will be sought from the Office of the Attorney General regarding your request prior to disclosure. For more information about the Texas Public Information Act, go to <https://www.texasattorneygeneral.gov/og/open-government>