



PUBLIC INFORMATION REQUEST FORM

OFFICE USE ONLY

Date received:
 Date due:
 Date completed:
 Amount charged:

Date of Request			
Name of Person Requesting Information			
Organization			
Street Address			
City/State/Zip			
Telephone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cell Phone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax Number			
Email Address			
Preferred Format	Paper Copy	Electronic Copy	Inspection Only
Method of Delivery	U.S. Mail	Fax	Email Pick Up
Public Information Requested: (Include description adequate to clarify request)			

NOTE: Some information is protected by various confidentiality laws and may need to be withheld or an opinion from the Office of the Attorney General may be sought. According to the Texas Public Information Act, records/documents on file with the Medina Independent School District are available to the general public upon request. The Act does not require the district to create new records/documents, to do legal research, or to answer questions.

You may send your request:

By Mail:	By Email:	By Fax:	In Person:
MEDINA ISD Administration Office ATTN: Teresa Blair P.O. Box 1470 Medina, TX 78055	teresa.blair@medinaisd.org	830-589-7150 ATTN: Teresa Blair	Medina ISD Administration Office One Bobcat Lane Medina, TX 78055