

**El Paso
Independent
School District**

Superintendent's Office

EPISD PUBLIC INFORMATION REQUEST GUIDELINES

The Texas Government Code at Chapter 552 is more commonly known as the "Texas Public Information Act." Public information means documents that are collected, assembled, or maintained under a law of ordinance or in connection with a transaction of official business by the Board and to which the Board has a right of access. For detailed information on the Act or to access the public information handbook, you can go through the Office of the Attorney General (OAG) website <http://www.oag.state.tx.us>. The public is encouraged to visit this site when contemplating a request for documents from the El Paso Independent School District.

Making a Request. The request must ask for documents already in existence. The Act does not require a governmental body to create new information, to do legal research, or to answer questions.

E-Mails. If requesting e-mail searches, please be aware that the District has had two different platforms for e-mails with different search capabilities. Narrowing your request for e-mails to a specific time frame, a specific category of employees, and a specific subject matter will allow the District to perform a more efficient search for these documents.

Charges to the Requestor. A person can ask to view documents, get copies of the documents, or both. If a request is for copies of documents, then the governmental body may charge for the copies. If the request is to inspect the documents charges may apply under specified circumstances.

- *Submit a written request according to a governmental body's reasonable procedures.*
- *Include enough description and detail of the documents that you want so the governmental body can accurately identify and locate the items you are requesting.*
- *Cooperate with the governmental body's reasonable requests that you clarify the type or amount of information that you are requesting.*

For your convenience the District provides numerous documents online at no charge. Below is a partial listing of what is available online at www.episd.org:

*Attendance Zones
Board Meeting Agendas and Minutes
Board Policy Manual (click on Board of Trustees section)
Department Directory
Facts and Figures
Personnel Directory
Academic Excellence Indicator System*

*Programs and Services
Salary Schedules
School Calendar
School Directory
Student Code of Conduct
Student Handbook*

If you have any questions, please call the Office of Superintendent's Office at 230-2584.

EPISD PUBLIC INFORMATION REQUEST FORM

Please complete all information requested and fax to the Office of Superintendent's Office at (915) 230-0575 or delivered to 6531 Boeing Drive, El Paso, Texas 79925. **(Please write or print clearly).**

Date	_____	Phone Number	_____
Requestor	_____	Fax Number	_____
Organization	_____	E-Mail	_____
Address	_____	Police Services Case Number*	_____
City/Zip Code	_____	TEAMS# (if applicable)	_____

**If you are requesting an EPISD police report, include case number and available information such as the name of the officer who took the report, date, place, persons involved, and specifics (stolen property, assault, accident, etc.). Request for police reports should be faxed to the Office of Superintendent's Office at (915) 230-0575 or delivered to 6531 Boeing Dr., Building A. Contact Superintendent's Office at (915) 230-2584 for further information.*

Please be specific as to exactly what documents you are requesting.

Certain documents may be withheld (By the District) upon approval by the Texas Attorney General. Refer to the Public Information Handbook, Part Two, Exceptions to Disclosure, at <http://www.oag.state.tx.us> for more information.

Within approximately 10 working days from the date the request is received, the requestor will receive a response or will be notified of the estimated time of availability and if costs are associated with the request. For more detailed information on Guidelines for copy charges, see GBAA (EXHIBIT) in EPISD's online policy manual. The exhibit is available at <http://www.episd.org>, under the Board of Trustees section.