



Pearland Independent School District

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****Mail, Fax or Email completed form to the General Counsel Office.**

Request for Public Information

Name: Date:

Mailing Address:

City: State: ZIP CODE:

Home Phone Number : Work Phone Number:

E-mail address:

"Public information" means information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by the Board or for the Board and to which the Board has a right of access. [Gov't Code 552.002 (a) and GBA (Legal)].

Central Office requests for public information shall go through one of the following offices: the superintendent, assistant superintendents, director of communications, or the business manager. Campus requests for public information shall go through the principal's office. Every effort will be made to produce promptly the requested information. In the event the information is stored, will require programming or manipulation of data, or otherwise not readily available, an estimation of the time the information will be available will be given.

*** Please clearly and concisely describe the report or document being requested**

Please check appropriate box(es) indicating the method receiving the information.

Inspection only

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If paper copies are needed, please enter the number of copies and/or sets

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For School District Use Only

District person handling request: _____

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Fee: _____ (if any) _____ fee received

Identification verified: ____ Yes ____ No

Request:

Approved

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Information not available

Needs ruling from attorney general

Information received as requested: ____ yes ____ no

Comments: _____

Received signature: _____ Date received: _____