



Runge Independent School District

600 Reiffert ~ P.O. Box 158
Runge, Texas 78151
Phone: (830) 239-4315
Fax (830) 239-4816

PUBLIC INFORMATION REQUEST FORM

This form may be completed and faxed: Attention: Superintendent (830) 239-4816

This form may also be mailed:
Superintendent, Runge ISD
P.O. Box 158
Runge, TX 78151.

Requestor _____ **Date of Request** _____

Street Address _____ Phone Number _____

City/Zip Code _____ Fax Number _____

I hereby request pursuant to the Public Information Act, TX Govt. Code Section 552, the following information currently existing in the records of Runge Independent school District, Runge, TX. *(Please be specific as to exactly what information you are requesting and the format desired for the information such as alphabetical, by zip code, etc.)*

_____ **I wish a hard copy** of the requested information. I understand that I must pay ten cents (10¢) per page for standard size paper copies. Information copied onto larger paper, tapes, or disks will require additional charges.

_____ **I will pick up the copies.** Please call me at the telephone number listed above when they are ready.

_____ **Please call and inform me of all costs** (copies, postage, & shipping, etc.) and then mail the information to me at the address listed above after you have received my payment for these charges.

_____ **I do not want copies but wish to inspect** the originals of the requested information. Please call me at the telephone number listed above to schedule a time when the records will be available for viewing.



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In making this request I understand that:

- RISD is under no obligation to create a document to satisfy my request information;
- RISD Items expressly confidential under either Federal or Texas law will not be disclosed; and
- RISD will contact me in the manner indicated above regarding my request within approximately ten (10) days.

Signature and Date:

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FOR DISTRICT USE ONLY

Date received: _____ Received by (employee): _____

Action taken by District in obtaining information: _____

Date Information Released: _____ Employee releasing info: _____ Fee Received: \$_____

Note: You may submit a written request to the Superintendent. However, this form has been created as a courtesy.