

## Edgewood ISD Open Records Request

Edgewood Independent School District  
804 E. Pine Street  
Edgewood, TX 75117

The Texas Public Information Act (the "Act"), Texas Government Code, Chapter 552 *et seq.*, gives you the right to request access to government records in writing. Edgewood ISD will comply with the Texas Public Information Act and with EISD Board Policy when responding to a written request for records made in accordance with the Act.

Along with other charges allowed by the Act and by rules prescribed by the Office of the Attorney General, Edgewood ISD is permitted to charge \$0.10 per page or part of a page for standard-paper copies reproduced by means of an office machine copier or a computer printer in response to a request for copies of information. Each side that has recorded information is considered a page.

### Return contact Information:

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

Requestor Address: \_\_\_\_\_  
\_\_\_\_\_

### Records being requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Copies of Record being requested: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use:

Total number of pages \_\_\_\_\_ x \$0.10 each page = \_\_ \$ \_\_\_\_\_

Postage = \_\_ \$ \_\_\_\_\_

total = \_\_ \$ \_\_\_\_\_

Pick up \_\_\_\_\_ Mailed \_\_\_\_\_ Faxed \_\_\_\_\_