



Policy Office

Professional Development Center

## 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 information that is collected, assembled, or maintained under a law or ordinance or in connection with a transaction of official business by the Board or for the Board and to which the Board has a right of access. Detailed information on the Act or to access the public information handbook can be obtained through the Office of the Attorney General (OAG) Web site <http://www.oag.state.tx.us>. The public is encouraged to visit this site when contemplating a request for information from the El Paso Independent School District.

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

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

**Responsibilities of Requestor.** Any person who requests public information has the responsibility to:

- *Submit a written request according to a governmental body's reasonable procedures.*
- *Include enough description and detail of the information 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](http://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

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

***If you have any questions, please call the Policy Office at 915 587-1180.***

