

New Caney ISD
21580 Loop 494, New Caney, TX 77357
Telephone: (281)577-8600

REQUEST FOR PUBLIC INFORMATION

Name: _____ Email: _____ Date: _____
Address: _____ Telephone: _____ FAX#: _____

In accordance with the provisions of the Public Information Act, **I hereby request copies of the following (please be specific):**

NOTE: The Public Information Act is very lenient in what it considers public information; however, the "Act" does not require nor does time permit this office to do general research, so please be very specific in your request. Due to time constraints and the routine day-to-day functions of our office, we may be unable to produce the record you have requested immediately. If such is the case, you will be notified by phone, or in writing of the time you may pick up your documentation and the cost for reproducing this information. (A fee schedule, which was adopted by the New Caney ISD school board listing charges for various services, is available for inspection upon request.) While it is the intent of this office to furnish requested data in a straightforward manner, occasionally a requested item may not be considered a matter of public record. In these instances, we will seek the advice of the TX Attorney General and will notify you of any delay in processing your request. If I can be of any further assistance, please contact me at (281)577-8600.

Kelley Mattlage, Dir. of Communications & Community Relations

For Office of Communications Use Only:

Attention: _____ Department: _____ PIR #: _____
Date Sent: _____ Response Due By: _____

If it is believed completion of this request will produce more than 50 pages, please advise me by _____.
If additional time is needed to produce the requested documentation, please advise me by _____ when the documents will be ready so I may notify the person requesting the documents.

For Department Use Only:

Please check one of the following:
The documents requested **are attached** _____ **do not exist** _____

NOTES:

