



Board Member Request for Information, Documents, and Records

A Board member wishing to make a request for information in his or her **personal capacity** should follow the procedures to make a public information request found at [http://www.laferiaisd.org/school board](http://www.laferiaisd.org/school_board).

The following form should be filled out completely by an individual Board member requesting a District record when the request is made in his or her **official capacity** and when the request is subject to tracking under Education Code 11.1512 and any applicable Board operating procedures.

Board member's name: _____

Please provide below a description of the information requested. Include enough detail to enable the District to accurately identify and locate the information requested.

Once complete, please submit this form to the Superintendent.

Please sign below.

I certify that I am requesting the above information in my official capacity as a Board member and understand that this request is subject to the tracking and reporting requirements of Education Code 11.1512.

Board member's signature: _____

For Office Use Only

Disposition of request:

Date received: _____

- Approved
- Denied

Reasons, if denied:

Number of pages requested: _____

Date the information was made available to the Board member: _____

Cost to the District: _____



For tracking purposes, the cost of the request will be calculated as if the Board member requested one complete set of the records, even if duplicates are provided to the rest of the Board. The cost will be calculated using the Texas Attorney General rules for charges under the Texas Public Information Act. No cost will actually be charged to the Board member.

Signature of person providing the information: _____

Materials returned:

Date returned: _____

Signature of person accepting returned materials: _____