

## AZLE ISD

### Public Information Request

Under Texas law, each person is entitled to complete information about the affairs of government and the official acts of public officials and employees at any time, unless otherwise expressly prohibited by law.

"Public information" is defined in Government Code Chapter 552.002. The District is committed to upholding the Public Information Act and to ensuring public access to its records.

All District records are available for public view unless one of the exceptions to disclosure listed in the Public Information Act applies. Subchapter C of Government Code Chapter 552 lists the exceptions beginning with 552.101.

To view or obtain copies of records, a person must:

1. Visit the Human Resources Department in person at 300 Roe St., Azle, TX 76020.
2. Mail a written request to Azle ISD Human Resources Department at 300 Roe St., Azle TX 76020.
3. Email [publicinforequest@azleisd.net](mailto:publicinforequest@azleisd.net).

***Azle ISD will only respond to requests submitted to the above designated email address, mailing address, or hand delivery to the Azle ISD Human Resources Department.***

Though a request may be sent in any written format that the requestor desires and does not have to cite the law, it would be helpful if:

1. The requestor completes and submits the District public information request form to ensure that all the information needed to respond to the request is addressed; and
2. The request begins by stating that it is a request for information in accordance with the Open Records Act to ensure prompt handling.

A request under the Open Records Act must have enough information to identify the information requested, the requestor's name, and a means to communicate with said requestor (i.e.: address, telephone number, etc.). We recommend including the following information:

1. Your name and mailing address;
2. The name of the company you represent, if applicable;
3. Your telephone number (so we may contact you if we have any questions about your request);
4. Your fax number, if you have one;
5. Your email address, if you have one;
6. A list or description of the specific information of interest to you.

For additional information regarding charges for copies, please review AISD Board Policy GBAA, <https://pol.tasb.org/Policy/Code/1109?filter=GBAA>.

Any requests, questions or comments regarding access to records or information from the District may be directed to the District public information administrator by phone at 817-444-2368; by e-mail at [publicinforequest@azleisd.net](mailto:publicinforequest@azleisd.net), or by mail to the address given above.

Contact Person: Director of Human Resources