



PUBLIC INFORMATION REQUEST

Attention: Sonya Cole-Hamilton
 Chief Communications Officer
 3911 Avenue I Rosenberg, TX 77471
 832-223-0330 office communications@lcisd.org

In accordance with policy GBA and the Public Information Act, I hereby request that copies of the following records of the Lamar Consolidated ISD be made available for my inspection or duplication. **I agree to pay for the cost of my request.**

The Lamar Consolidated ISD will respond promptly to a request for information. If the District is unable to produce the requested information in a timely manner or within ten (10) business days, it will send correspondence explaining why it is unable to do so. A date and time will be set as to the availability of the records.

For more information on the Texas Public Information Act, please visit the [Attorney General of Texas](#) website.

Description of Request (Include a detailed description adequate to clarify request):	
Requestor:	Organization Name:
Phone Number:	E-mail Address:
Physical Address:	

ALL PRIVACY FLAGS WILL BE HONORED

Notice of Confidentiality: This Public Information contains information intended solely for the purpose listed by the purchasing entity. Any disclosure (verbal or in print), copying, distribution, or use of this information by a third party is prohibited, and may violate the Lamar Consolidated ISD Board policy and the Family Education Rights and Privacy Act (FERPA).

Signature of Requestor

Date Requested

Request Completion (Lamar Consolidated ISD use only)			
Approved: _____ Sonya Cole-Hamilton, Chief Communications Officer	_____ Date Received		
_____ Date Sent For Processing	_____ Date Returned	_____ Date Contacted Requesting Payment	_____ Date Info Mailed/Picked Up
Total Cost of Request: \$ _____		Payment Made: _____	