



# Independent School District

## Office of the Superintendent

### OPEN RECORDS REQUEST

Requests for public information (open records) are handled in accordance with the Texas Public Information Act, Texas Government Code 552.001.

**Procedure:** All requests should be submitted in writing to the Royal ISD Administration Office, Attention Superintendent's Office by (1) mail at PO BOX 489, Pattison, TX 77466, (2) fax at (281) 934-3154, (3) email at [contactus@royal-isd.net](mailto:contactus@royal-isd.net), or (4) hand delivery to the Superintendent's Office, Administration Building, 3714 FM 359, Pattison, TX 77466. The Act allows the release of public records already in existence. The District is not required to create new information or reports, to do legal research, or answer questions. If the request cannot be produced within ten business days, the District will notify the requestor in writing of the reasonable date and time when it will be available. The District will provide the records in the specified format, if available.

**Fees:** The District may charge ten cents per hard copy, \$15 per hour for labor associated with processing the request if the number copies exceeds 50 pages, and/or the amount for postage/shipping if applicable. For charges exceeding \$40.00, an estimate will be provided and the requestor will have the opportunity to accept the charges, modify the request, or withdraw the request.

#### Contact Information of Requestor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Documents/Records Requesting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check Delivery Preference:** \_\_\_\_ Will pick up \_\_\_\_ Please mail \_\_\_\_ Inspection Only \_\_\_\_ Electronic (If available.)

Note: If more than one is checked, please specify which documents apply within request above.

\_\_\_\_\_  
*Requestor's Signature*

\_\_\_\_\_  
*Date*

**RISD Office Use Only**

Date received \_\_\_\_\_

P.O. Box 489 • Pattison, TX 77466 •  
3714 FM 359, Pattison, TX 77466  
Phone: 281-934-6901 • Fax: 281-934-3154 •  
[www.royal-isd.net](http://www.royal-isd.net)

#### Statement of Non-Discrimination

Royal ISD does not discriminate on the basis of age, race, religion, color, national origin, sex or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

Royal ISD no discrimina por razones de edad, raza, religión, color, origen nacional, sexo o discapacidad en la prestación de servicios educativos, actividades y programas, incluyendo programas vocacionales, de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, como acordado; Título IX de las Enmiendas Educativas de 1972; Sección 504 de la Ley de Rehabilitación de 1973, según enmendada.