When requesting data or documents through Open Records, Tornillo ISD is not required to create new information, compile data, do legal research, or answer questions. For records, documents, or data, please complete this form.

Requestor's Information	on		
Name:			
Organization:			
Address:			
	City	State	Zip Code
Telephone:	Fax:	Email:	
Requested Information (P. Social Security Numbers W	ease be as specific as possi /ILL NOT be provided	ble)	
If available, would you accep	et an electronic format of the o	documents: Yes	□No
Requestor's Signature		Date	
Texas Administrative Code Chapter a reasonable amount of time as per provides guidelines for any charges your request also requires one or mocharges and your options. Section 55 time that personnel are required to s	Subsection 552.221. TAC, chapter 55: associated with providing copies of Pure hours of labor to provide the inform 52.275 authorized a governmental boosend producing public information with	2, Subchapter F (Charges of Proublic Information. There is a 10-conation as defined in the above, yellow to establish a 36-hour limit in the cost attributed.	cent per page charge for all copies. If you will receive a written explanation of a 12-month period on the amount of
Please submit the form by Tornillo Independent School Attention: Human Resources 19200 Cobb Avenue/PO BO P: 915-765-3000 F: 915-765	s Department K 170, Tornillo, TX 79853	n:	
	FOR TISD	USE ONLY	

ORR Number: _____ Date Received: _____

Request Assigned to: _____ Date Due to Requestor: _____