



Tornillo Independent School District

Public Information Request

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.

Date

Organization:

First Name:

Last Name:

Mailing Address:

City:

State:

Zip:

Country

Phone:

E-mail:

Fax:

If available, would you accept an electronic format of the responsive documents? Yes No

NOTE:

The records may contain information that may be confidential. You may give Tornillo ISD permission to withhold information. If you do not wish to give permission, Tornillo ISD will request a decision from the Texas Attorney General. The Texas Attorney General will issue a decision within 45 calendar days. Upon receipt, Tornillo ISD will follow the decision of the Texas Attorney General. I give my consent for Tornillo ISD to withhold the confidential or excepted information from the records responsive to my Open Records request.

Yes No

Describe the records you are seeking as specifically as possible (i.e., date or timeframe, subject matter, etc.)

Detailed Description of your request:

You may submit the form by mail, fax, email, or in person:

Attn: Superintendent's Office
Tornillo Independent School District
19200 Cobb Avenue
Tornillo, TX 79853
Phone: (915) 765-3000
Fax: (915) 765-3099
Email: Superintendent@tisd.us