



# NEW BRAUNFELS INDEPENDENT SCHOOL DISTRICT

1000 N. Walnut Ave., New Braunfels, Texas 78130  
Phone: 830.643.5700 | Metro: 830.606.1423 | Fax: 830.643.5701  
Email: [info@nbsisd.org](mailto:info@nbsisd.org) | <http://www.nbsisd.org>

## REQUEST FOR PUBLIC INFORMATION

In accordance with Policy GBA (LEGAL) and the Public Information Act, I hereby request that copies of the following records of New Braunfels ISD be made available for my inspection or duplication. I agree to pay the duplication cost at the rate adopted by the NBISD Board of Trustees (see Guidelines for Copy Charges outlined in GBAA (EXHIBIT)).

**NAME OF REQUESTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **CITY/STATE/ZIP:** \_\_\_\_\_

**DAYTIME PHONE #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Please indicate which option is preferred, once the request is fulfilled:  Inspection  Duplication

If duplication is preferred, please indicate delivery/receipt method:  Mail  Pickup  Email

Description of the Information Requested (Note: Describe the information as precisely as you can):

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**Date Range of Records (optional):** From \_\_\_\_\_ to \_\_\_\_\_

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions [HERE](#).

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request. If you agree to redactions in this request, then you may request the redacted information in a future information request.

Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you receive?  YES  NO

Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive?  YES  NO

**This form should be submitted by to:**

New Braunfels ISD  
Attention: Rebecca M. Villarreal  
1000 N. Walnut Ave.  
New Braunfels, TX 78130  
Fax: 830-643-5701 | Email: [info@nbsisd.org](mailto:info@nbsisd.org)