

Exhibit A—Sample Request for Information Form

In accordance with GBAA(LEGAL) and the Texas Public Information Act, I request that the following District information be made available to me as copies or for my inspection. I agree to pay the duplication costs if the cost does not exceed \$40. I understand that if the cost will exceed \$40, I will receive an estimate of charges and will have the opportunity to modify or withdraw my request before any copies are made. I understand that the information I provide on this form is subject to public disclosure in accordance with law.

Public information requested (include description adequate to clarify request)	Inspection only (Circle one)	Copies requested (Circle one)	Number of copies requested	Copy format (circle appropriate choice for paper or electronic)
	Yes No	Yes No		Paper – mailed Paper – will pick up Electronic
	Yes No	Yes No		Paper – mailed Paper – will pick up Electronic
	Yes No	Yes No		Paper – mailed Paper – will pick up Electronic

Name of person requesting information: _____

Phone: _____

Mailing
Address: _____

City / State / Zip: _____

Email address (if requesting electronic copy): _____

This completed form should be presented to the officer for public information.