



PUBLIC INFORMATION REQUEST FORM

This form is available online at www.ptisd.org and may be printed, completed, mailed, emailed, or faxed to: (903) 295-5004 – Attn: Mary Whitton; or mailed to: Mary Whitton, Pine Tree ISD, P. O. Box 5878, Longview, TX 75608; or emailed to Mary Whitton (mwhitton@ptisd.org).

Requestor _____ Date Requested _____

Street Address _____ Phone Number _____

City/Zip Code _____ Fax Number _____

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of Pine Tree Independent School District, Longview, Texas.

(Please be specific as to exactly what information you are requesting and the format desired for the information such as alphabetically by school, by zip code, etc.)

_____ I wish a copy of the requested information. I understand that I must pay ten cents (\$.10) for standard size paper copies. Information copied onto nonstandard-sized paper, cassette tapes, or computer disks will require additional charges.

_____ I would like the copies emailed to me if possible. My email address is: _____

_____ I will pick up the copies. Please call me at the phone number listed above when they are ready.

_____ I do not want copies but wish to inspect the originals of the requested information. Please contact me at the phone number listed above to schedule a time when the records will be available for viewing.

In making this request I understand:

- That Pine Tree ISD is under no obligation to create a document to satisfy my request or to comply with a standing request for information
- Items expressly confidential under law will not be disclosed (refer to the Public Information Handbook, Part Two, Exceptions to Disclosure, at www.oag.state.tx.us for more information)
- That Pine Tree ISD will contact me in the manner indicated above regarding my request within ten (10) business days.

Signature of Requestor

FOR DISTRICT USE ONLY

Date Received: _____ Received by (employee): _____ Supt. Approval: _____

Action taken by district in obtaining information: _____

Date information released: _____ Employee releasing information: _____