



# Public Information Request Form

**OFFICE USE ONLY**  
 Date received:  
 Date due:  
 Date completed:  
 Amount charged:

Date of Request	
Name of Person Requesting Information	
Organization	
Street Address	
City/State/Zip	
Telephone Number	
Cell Phone Number	
Fax Number	
Email Address	
Preferred Format	Paper Copy <input type="checkbox"/> Electronic Copy <input type="checkbox"/> Inspection Only <input type="checkbox"/>
Method of Delivery	U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Pick Up <input type="checkbox"/>
Public Information Requested: ( Include description adequate to clarify request)	

**NOTE:** Some information is protected by various confidentiality laws and may need to be withheld or an opinion from the Office of the Attorney General may be sought. According to the Texas Public Information Act, records/documents on file with the Kerrville Independent School District are available to the general public upon request. The Act does not require the district to create new records/documents, to do legal research, or to answer questions.

You may send your request:

By Mail:	By Email:	By Fax:	In Person:
Kerrville ISD Superintendent's Office ATTN: Glenda Kelley 1009 Barnett Street Kerrville, TX 78028	<a href="mailto:glenda.kelley@kerrvilleisd.net">glenda.kelley@kerrvilleisd.net</a>	830-257-2249 ATTN: Glenda Kelley	Kerrville ISD Superintendent's Office 1009 Barnett Street Kerrville, TX 78028

Please contact Glenda Kelley with any additional questions or concerns by calling 830-257-2200, ext. 1011 or email at [glenda.kelley@kerrvilleisd.net](mailto:glenda.kelley@kerrvilleisd.net).