

San Felipe Del Rio CISD  
233901

BOARD MEMBERS  
AUTHORITY

BBE  
(EXHIBIT)

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## **Exhibit A—Board Member Request for Information, Documents, and Records**

**Notice:** The District will comply with requests for information in accordance with law, Board operating procedures, and administrative regulations. [See BBE]

The following form should be filled out completely by an individual Board member requesting a District record when the request is made in his or her official capacity and when the request is subject to tracking under Texas Education Code section 11.1512 and any applicable Board operating procedures.

A Board member wishing to make an official open records request should use the form for that purpose found at \_\_\_\_\_ (*location or link where form can be found*).

Date of request: \_\_\_\_\_

Board member's name: \_\_\_\_\_

Board member's address: \_\_\_\_\_

Board member's telephone number: \_\_\_\_\_

Board member's e-mail address: \_\_\_\_\_

Please provide below a description of the information requested. Include enough detail to enable the District to accurately identify and locate the information requested.

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Once complete, please submit this form to the Superintendent.

**Please sign below**

I certify that I am requesting the above records in my official capacity as a Board member and understand that this request is subject to the tracking and reporting requirements of Texas Education Code section 11.1512.

Board member's signature: \_\_\_\_\_

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***For Office Use Only***

Disposition of request:

- Approved
- Denied

Reasons, if denied:

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Number of pages requested: \_\_\_\_\_

Date the information was made available to the Board member: \_\_\_\_\_

Cost to the District: \_\_\_\_\_

For tracking purposes, the cost of the request will be calculated as if the Board member requested one complete set of the records, even if duplicates are provided to the rest of the Board. The cost will be calculated using the Texas Attorney General rules for charges under the Texas Public Information Act. No cost will actually be charged to the Board member.

Signature of person providing the information: \_\_\_\_\_

### **Exhibit B—Notice of a Board Member’s Requests for Information, Documents, and Records**

State law requires the District to post in a place convenient to the public the cost of responding to one or more requests for information, documents, or records submitted by a Board member if the request(s) totals 200 or more pages of material in a 90-day period.

<b>Board Member’s Name</b>	<b>Number of Pages Requested in a 90-day Period</b>	<b>Dates (Applicable 90-day Period)</b>	<b>Cost to the District</b>

### **Exhibit C—Cover Sheet for Information Provided to a Board Member**

***[Describe the specific type of District information, documents, or records requested  
by and provided to the Board member in his or her official capacity.]***

Information requested: \_\_\_\_\_

Date information was requested: \_\_\_\_\_

Date information was provided: \_\_\_\_\_

You are being provided the attached information, documents, or records in your official capacity as a District Board member. Please be advised that the attached may contain confidential information that properly may be withheld from members of the general public in accordance with the Public Information Act.

The attached information is provided for use only in your official capacity as a Board member and may not be shared with unauthorized District employees, members of the public, or others unless authorized by the Superintendent or by Board action.

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***[Include the following section if any confidential student record information or other personally identifiable and confidential information has been redacted.]***

**Note:** The attached information contains confidential student information, records, or other personally identifiable confidential records. As such, any information not necessary for inclusion in the scope of your original request has been redacted.

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If you have questions regarding the attached records, please contact the Superintendent or \_\_\_\_\_ (other designated custodian of records, if applicable).