

PROCEDURES

Public information is available to the public during normal business hours. Please refer to Policy GBA at cpsid.net for full information..

1. All requests for public information will be directed to the Superintendent's Office. If there are any questions regarding the request, the Superintendent will contact the district's attorney for advice. The Superintendent will sign off his/her approval, and forward the request to the appropriate administrator(s).

2. The administrator(s) assigned to process the Request for Information will fill out the Estimated Cost form to determine cost to gather the information. Please refer to policy GBA(R) EXHIBIT, Guidelines for Copy Charges.

3. The Superintendent's office will obtain a signature from the requestor agreeing to pay the costs, if any, to gather the information. The approval from the requestor will be forwarded to the department gathering the information.

4. The requestor will pay the cost to Center Point ISD and Business Services will issue a receipt for payment. The money obtained will be deposited in the general fund. Information will be given out to the requestor after payment is received by the Business Services Department. The Superintendent's Office will retain the signed forms and keep them on file.

5. Once the information is ready to be disseminated, it will be returned to the Superintendent's Office who will then contact the requestor.