



CLINT INDEPENDENT SCHOOL DISTRICT DEPARTMENT OF  
HUMAN RESOURCES

**Request for Information**

(process can take up to ten (10) business days)

**Requestor's Information**

Name: \_\_\_\_\_ Business/Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Information Requested: ☐ Subpoena ☐ Public ☐ Student ☐ Employee ☐ Other

**Photo ID will be required for Student Records requested by Parent or Legal Guardian**

☐ Requested Information Below (Please be specific by providing name, DOB, location, grade, time of incident, etc.)

Request Media/Video Footage: ☐ **On-site Only** (Appointment will be scheduled by Director of Administrator Support to view)

Requested Documents /Records Deliver By: ☐ Pick-up ☐ Email ☐ Regular Mail ☐ Fax

☐ Viewed On-site

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit request to:**  
Clint Independent School District  
Human Resources Department  
14521 Horizon Blvd.  
El Paso, TX 79928  
Fax: (915) 915-926-4069  
Email: [rene.chavez@clint.net](mailto:rene.chavez@clint.net)

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

**CISD USE ONLY**

**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**ORR Number:** \_\_\_\_\_

**Requested Information Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_