



**San Benito Schools – A Consolidated Independent School District**  
**PUBLIC INFORMATION PROGRAM (OPEN RECORDS)**

**REQUEST FOR RECORDS**

In accordance with **San Benito CISD Board Policy GBA** (Public Information Program: Access to Public Information) and the **Public Information Act** (formerly the Open Records Act), I hereby request that copies of the following records of the San Benito CISD be made available for my inspection and/or duplication. I also agree to pay the duplication costs at the rate adopted by the San Benito CISD Board of Trustees.

<b>For Inspection Only</b> (Please Check)	<b>Number of Copies Requested</b>	<b>Public Information Being Requested</b> (Please include a description sufficiently adequate to clarify request.)
<input type="checkbox"/>	_____	_____ _____
<input type="checkbox"/>	_____	_____ _____ _____ _____

\_\_\_\_\_  
*Printed Name of Person Requesting Public Information*

\_\_\_\_\_  
*Signature of Person Requesting Public Information*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*E-mail Address (required if requesting electronic file)*

\_\_\_\_\_  
*Date of Request*

**SUBMIT COMPLETED FORM TO:** SBCISD Communications Office / KSBG TV  
 Attn.: **Ruth Reyes**  
 2115 N. Williams Rd. • San Benito, TX 78586  
 (956) 276-6047 • Fax: (956) 361-6115 • [OpenRecords@sbcisid.net](mailto:OpenRecords@sbcisid.net)