



PUBLIC INFORMATION REQUEST

Online: https://elpasotxisd.govqa.us/webapp/_rs

Mail/In Person: 1014 N. Stanton, El Paso, Texas 79902

Fax: (915) 230-0575

Email: openrecords@episd.org

Name: _____ Company: _____ Date: _____

Address: _____
Address, City, State, Zip Code

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Is this a media request? _____ Yes _____ No

To help the District provide the requested documents and avoid incurring additional costs, provide as much detailed information as possible to describe the records sought. Requests for "any and all" or similar broad, non-specific requests will incur higher charges in accordance with the Texas Public Information Act.

Please provide a specific, detailed request description:

1. Specify a date range to search for documents: From _____ To _____

2. Police Services Case Number: _____

3. TEAMS # (if applicable): _____

Preferred Method to Receive Records:

- Electronic Information Center
- Fax
- Inspection Only
- Pick-up copies (additional charges may apply)
- Regular mail (additional charges will apply)
- Certified mail (additional charges will apply)

Requests for student transcripts and diplomas should be directed to the Student and Parent Services Department at (915) 230-2080. Requests for student education records for students currently enrolled in the District should be directed to the campus principal.