PUBLIC INFORMATION REQUEST
Mail/In Person: 6531 Boeing Drive, El Paso, Texas  79925
Fax: (915) 230-0575
Online: https://elpasotxisd.mycusthelp.com/WEBAPP/

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
☐ 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.