

Public Information Requests

All Public Information requests must be in writing. A written request should reasonably identify the records needed and should indicate a mailing address, phone number, or other means to contact you regarding your request. There isn't a specific form required for submitting requests but the following form is provided for your convenience if you would like to use it. Requests may be submitted by any of the means indicated below.

- E-mail your request to the alewallyn@mesquiteisd.org.
- Fax your request to 972-289-6105, Attn. Communications Coordinator
- Mail To: Allison Lewallyn, MISD Communications, 405 E. Davis St., Mesquite, TX 75149
- Submit the request in person, during normal business hours, at the above address.

Please be advised that there may be a charge for requested information. For more information on the Texas Public Information Act, [click here](#).

Mesquite Independent School District

Communications Office

405 E. Davis St. • Mesquite, TX 75149 • 972/882-7404

Fax: 972/289-6105

Pursuant to the Texas Public Information Act, chapter 552 of the Government Code, I request the following information. I understand that there may be some cost associated with this request. The charge for providing a copy of public information shall be an amount that reasonably includes costs related to reproducing the public information, including costs of materials, labor or overhead [section 552.261]. The Mesquite ISD will provide an itemized estimate of charges when the expected fees of providing information will exceed \$40.00 [section 552.2615].

Date of Request: _____

Name of Requestor: _____

Address and/or phone # of Requestor: _____

Information Requested (please be as specific as possible):