

**SAMPLE PUBLIC INFORMATION REQUIEST (PIR)
FOR A DISTRICT'S TASA/TASB EXPENDITURES**

**Email to the Communications Director of the School District
Check ISD Web Site for Email Address**

Dear Officer for Public Records:

This request is made under the Texas Public Information Act, Chapter 552, Texas Government Code, which guarantees the public's access to information in the custody of governmental agencies. I respectfully request copies of the following information:

Any and all expenses paid by (INSERT NAME) ISD to TASA (Texas Association of School Administrators) and TASB (Texas Association of School Boards) for the 2011/2012 and 2012/2013 school years.

An electronic response in Excel format would be appreciated

Disclosure of this information is in the public interest because providing a copy of the information primarily benefits the general public.

I shall look forward to hearing from you promptly, as specified in the law. Thank you for your cooperation.

Sincerely,
(Give your name and e-mail address.)