



Independent School District

## Public Information Requests

Alief Independent School District, as a local governmental entity, is subject to the requirements of the Texas Public Information Act. All requests must be submitted to the Public Information Office in writing and must include:

- Your name
- Address
- Phone number
- Fax number, if available, and
- Description of the information and/or documentation being requested. Please be specific.

Requests may be submitted as follows:

- **By Mail**  
Send the written request to:  
Craig Eichhorn  
Alief ISD Public Relations Specialist  
4250 Cook Road  
Houston, Texas 77072
- **By Fax**  
Send the request to fax number (281) 988-3036, attention Craig Eichhorn.
- **By E-mail**  
Send to [craig.eichhorn@aliefisd.net](mailto:craig.eichhorn@aliefisd.net). Subject heading should read "Public Information Request" or "Open Records Request."
- **In Person**  
Turn in the written request to the Alief ISD Public Information Office, located in the Administration Building, 4250 Cook Road. Business hours are Monday through Friday, 7:30 a.m. to 4:30 p.m., during the regular school year. The Administration Building is closed on Fridays during the summer.

Upon receipt of a request, the District has 10 business days to respond. Requests cannot be received when the Administration building is closed for business, such as during spring break and other holiday breaks. If a request is submitted during a period when the Administration building is closed, that request will be reviewed and considered received on the first business day the building reopens. You may find the District's academic calendar, which includes holidays at the following link: [Alief ISD Calendar](#). If the requested information cannot be produced within 10 business days, the public information officer will notify you in writing of the reasonable date and time when it will be available.

### Cost of Records

According to the Texas Public Information Act, you must respond to any written estimate of charges within 10 days of the date the governmental body sent it or the request may be deemed withdrawn. If estimated costs exceed \$100 the governmental body may require a bond, prepayment or deposit.

For more information, contact Craig Eichhorn at 281-498-8110, ext. 29216