**Public Information Act Request Procedure**

Please note the request must be in writing and addressed to the CEO, President, and Superintendent. If the request is not in writing the request it will not compel our organization’s obligation under the Public Information Act. If the requests are made by email or fax, such requests need to be addressed directly to the CEO, President, and Superintendent in order to obligate our organization to respond under the Texas Public Information Act.

**PIA requests must contain:**

* The requestor’s full name and contact information including email or fax (if available).
* Clearly have a subject line that states your request is a “Public Information Request.”
* A clear description of the nature and scope of the information being requested.
* We can only respond to requests that relate to documents and/or information already in existence.

**Note:** Governmental bodies are not compelled to perform legal research, answer questions, or comply with requests to supply information on an ongoing basis.

Thank you for your adherence to our PIA request procedure.

Please submit your requests to:

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| **Email** | ncapuchino@aama.org |
| **Fax** | 713-926-8035 |
| **Mail:** | 6001 Gulf Freeway, Building E Houston, TX 77023 |
| **In person:** | AAMA/George I. Sanchez Charter Schools 6001 Gulf Freeway, Building E  Houston, Texas 77023 |