

## **PUBLIC INFORMATION REQUESTS**

State public information acts provide a mechanism for citizens to inspect or copy government records. They also provide for instances in which governmental bodies may, or are required by law to, withhold government records from the public.

All requests for public information should be submitted to the Heritage Academy Charter Schools Corporate Office. This procedure allows Heritage Academy to accurately document the date each request is received and respond to the requestor in accordance with applicable state law.

### **Tips for Successful Public Information Requests**

The following tips will help ensure that you receive the information you want:

- Submit your request in writing.
- Include enough description and detail about the information requested so that we may accurately identify and locate the requested information.
- Include your name and phone number so that we may contact you if we have questions about how to respond to your request.
- Include your address (electronic and mailing) so that we may send you a response.

### **To Request Information from Heritage Academy**

To request public information from Heritage Academy Charter Schools, please send your request to one of the following addresses:

**U.S. mail:**

Heritage Academy Charter Schools, Inc.  
Public Information Request  
Attn: Sandra Garcia, Human Resources Administrator  
6013 Fountainwood Drive  
San Antonio, Texas 78259

**By e-mail to:**

sgarcia@heritageacademy.net  
Subject heading should read "Public Information Request" or "Open Records Request."

**By fax to:**

210.566.7195  
Subject heading should read "Public Information Request" or "Open Records Request."

**In person:**

Heritage Academy Charter Schools  
6013 Fountainwood Drive  
San Antonio, Texas 78259

### **Charges to the Requestor**

Heritage Academy will assess fees to the requestor in accordance with applicable state law.

**Additional Information**

To learn more, visit the following websites:

- Texas Attorney General: <https://www.texasattorneygeneral.gov/open/requestors.shtml>