



## Open Records Requests

In accordance with the Public Information Act, anyone may submit a request for documents maintained by Gonzales ISD. Individuals may submit a request by mail, fax, email, or in-person (District preference is email). That written request should include enough description and detail about the information requested to enable it to be identified and located.

Requests for records may be sent to:

Gonzales ISD  
Attn: Public Relations  
1615 Saint Louis St  
Gonzales, Texas 78629  
gisd.communications@gonzalesisd.net (preferred)

Student transcript requests may be requested via the Google Form found at this link:  
[https://docs.google.com/forms/d/e/1FAIpQLScHEzAd7ZU\\_Vh6DOn1A0tDPjEO4oguF5MW-RjOGmnWjOq7KhQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScHEzAd7ZU_Vh6DOn1A0tDPjEO4oguF5MW-RjOGmnWjOq7KhQ/viewform).

Additional information related to records requests may be found in Board Policy GBAA. Board policies are available at <https://pol.tasb.org/Home/Index/514> or at the address above.