

## Requesting Information and Data from a Campus or School District

If you want to change the way your campus or district uses law enforcement resources, adopts research behavior programs, and supports positive school climates, it may be helpful to ask your campus or district for more information and data. Below are some tips and sample questions that you can send to the Public Information Officer, the person in the district who is usually in charge of responding to requests for information.

### Remember:

1. Call your school district or go to the website and look up who to send your request to—there is usually an email address, mailing address, or fax number. Make sure you follow all instructions so that your request is not mislabeled or sent to the wrong person.
2. You should receive a response within 10 days. The response may contain the information you requested OR it may be that some or all of the information you asked for is not available, that the information will cost a certain amount of money, or that the information will be sent to you within a certain amount of time.
  - a. You can always email or call the Public Information Officer to ask more questions if you are confused or not satisfied with the answer.
  - b. You can refer to the Attorney General's website for more information about the Texas Public Information Act:  
<https://www.texasattorneygeneral.gov/og/open-government>

**Below is an example of how to request information about school safety and school police. You should fill in the blanks with your own information and delete any instructions found inside the [brackets]:**

Dear Public Information Officer,

I am writing to request the following information about police and school safety in \_\_\_\_\_ [school campus or school district] for the school years \_\_\_\_ through \_\_\_\_\_. This is a request for public information pursuant to the Texas Public Information Act, Tex. Gov. Code Ann. §552.001 et seq.

1. Total number of \_\_\_\_\_ [arrests OR citations OR use of force incidents], broken down by student's
  - a. Age
  - b. Race/ethnicity
  - c. Gender
  - d. Special education status
  - e. Homeless status (as defined by the McKinney-Vento Homeless Assistance Act)
  - f. Campus
2. Total number of police officers employed by the school district police department and/or employed by a different law enforcement agency and placed in the school district, broken down by campus.
3. All information, including policies, rules, memos, training materials, and other documents about the use of:
  - a. Positive Behavioral Interventions and Supports (PBIS) or similar programs,
  - b. Social Emotional Learning or similar programs,
  - c. Restorative Practices or similar programs
  - d. Behavior Threat Assessment Systems or similar programs
  - e. Law enforcement training programs
  - f. School safety training and preparedness programs

I am not requesting any information about individual students, I am only requesting aggregated data. Please provide any numerical response electronically (i.e. in an Excel or .csv spreadsheet). As responses to this request will be used to support students and parents, I request that any expenses associated with this request be waived. If unwaived expenses associated with this request will cost more than \$\_\_\_\_\_ [insert the amount you are willing to pay], please contact me before proceeding. You can contact me at \_\_\_\_\_.

Sincerely,

---