

## Public Information Requests

St. Mary's Academy Charter School is subject to the requirements of the Texas Public Information Act. Requests must ask for all records or information already in existence. The Act does not require the district to create new information, to do legal research, or to answer questions. All requests must be submitted in writing and should contain:

- Your name
- Address
- Phone Number
- Fax Number (if applicable)
- Description of the information and/or document requested.

The following methods must be used to request records or information otherwise your request will be voided. To request information from St. Mary's Academy Charter School, use one of the following methods:

### By Mail:

St. Mary's Academy Charter School  
Attn: Records Management  
507 N. Filmore Street  
Beeville, Texas 78102

By Email: [records@smacs.net](mailto:records@smacs.net)

Re: Request for Public Information

### By Fax:

Fax the request to:

361-358-3503

Re: Request for Public Information

### In Person:

Bring request to:

St. Mary's Academy Charter School  
507 N. Filmore Street  
Beeville, Texas 78102

If charges for copies or to inspect public records exceed \$40, you will be provided a written itemized estimate of the charges before any expense is incurred.