

**La Joya ISD
PUBLIC ACCESS OPTION FORM**

Name (Print)

Employee ID #

The Public Information Act allows employees, public officials, and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.

	Public Access		If yes, please provide updated information
Home Address	NO____	YES____	_____
Personal E-mail Address	NO____	YES____	_____
Home Telephone #	NO____	YES____	_____
Personal Cell #	NO____	YES____	_____
Social Security #	NO____	YES____	_____
Emergency Contact Information	NO____	YES____	_____
Information that reveals whether you have family members	NO____	YES____	_____

(Signature)

(Date)

PLEASE COMPLETE AND SIGN THIS FORM AND RETURN IT TO YOUR IMMEDIATE SUPERVISOR WHO WILL FORWARD THE ORIGINAL TO THE OFFICE OF HUMAN RESOURCES.

NOTE: PLEASE FEEL FREE TO MAKE A COPY FOR YOUR RECORDS.