



Southwest Preparatory School



Northeast Campus
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San Antonio, Texas 78209
(210) 829-8017
Fax: (210) 829-8514

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San Antonio, Texas 78220
(210) 333-1403
Fax: (210) 333-3024

Northwest Campus
4550 N.W. Loop 410, Ste 111
San Antonio, TX 78229
(210) 432-2634
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New Directions Campus
1201 Austin Hwy Suite 200
San Antonio, TX 78209
(210) 8282-2161
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Policies and Procedures to Obtain Public Information

- Request for public information, also known as an open records request, is a request for information that is collected, assembled, or maintained by or for a governmental body.
- The Southwest Winners Foundation (SWWF) and Southwest Preparatory Schools (SWPS) comply with the *Texas State Government Code Chapter 552, Public Information*, governing release of information to third parties. This law mandates when and what information may be release, as well as to whom. The SWWF/SWPS will only release information as mandated by the *Texas State Government Code*.
- Information requested usually will be forwarded within 5 working days. In the event that retrieving the information must take longer, the requestor will be notified that more time is needed, and a firm date and time for release will be set.
- A requestor may send a request by US Mail, e-mail, fax, or in person.

By US Mail
Or in Person

Southwest Winners Foundation
Attn. Javier E. Lopez, RRM
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San Antonio, TX 78229

Phone: (210) 829-8017
By Fax: (210) 829-8514
By E-mail: javier.lopez@swwf.org

- SWWF/SWPS charges a fee for each copy of records. SSWF/SWPS will not mail/release records until payment is made. Requestors will be notified in advance if a request is estimated to exceed \$40.00. (*Government Code, Chapter 552, 552.2615*) A signed and dated document will be needed from the requestor acknowledging the charges prior to responding to the request. Requests will be considered withdrawn if a answer is not received within 10 days. Additionally a 50% deposit to SWWF will be required if estimated charge exceeds \$100.00.

Copies and/or Print Outs up to 8 ½" x14"	\$0.15 per page
Copies and/or Print Outs larger than 8 ½" x 14"	\$0.50 per page
Personnel	\$10.00 per hour
Diskettes, supply	\$1.00 each
Postage	Cost

Javier E. Lopez
Records Retention Manager
SWWF/SWPS

Effective: October 1, 2005