



Accelerated Intermediate Academy

"Challenging Minds and Building Character"



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NOTE: This form should be completed and signed by the employee/contractor no later than the 14th day after the date the employee begins employment, the public official is elected or appointed, or a former employee ends employment or service.

Texas Public Information Act

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 Information

	PUBLIC ACCESS?
Complete Home Address	No ___ Yes ___
Home/Mobile Telephone Numbers	No ___ Yes ___
Social Security Number	No ___ Yes ___
Information (Family Members)	No ___ Yes ___
Criminal Background Data Check	No ___ Yes ___
Fingerprinting Data Check	No ___ Yes ___
Job Site/ Location Address	No ___ Yes ___
Complete name Gender and Ethnicity	No ___ Yes ___
Personal/work email address	No ___ Yes ___
Date of Hire/Job Title/Pay or Description	No ___ Yes ___

(Signature)

(Date)

Accelerated Intermediate Academy



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Public Access Information

PUBLIC ACCESS TO ALL INFO/ITEMS LISTED BELOW

NO _____ YES _____

Employee Evaluations of any Kind-Summative or Formative, HR paperwork of any kind that includes Resume, Social Security Number, Copy of Social Security Card, Copy of Drivers License, Home/Mailing Address, Phone Number, Payroll Deductions, Employee Information Sheet, Employee Deduction Form, Background Check Form, Media Statement, LOI Mediation Clause, Official Transcript, Reference Letters, Sexual Harassment Form, TB Results, W2/W4 and/or W9 & 1099, Employee Peims Data Records, Letter of Intent/Employment Agreement, Application for Employment, Medical Insurance Forms/Applications, Service Records, Leave of Absence Forms, Disciplinary Action Forms, Emergency Contact Sheet, SBEC Forms/Paperwork, Forms with Employee Work Days, Daily Schedule, Certification Paperwork, Timesheets Paperwork Electronic or otherwise related to any items listed on Public Access Form directly or indirectly as well as the instructional program/finance/canceled checks, Public Access Forms, paychecks, paystubs etc. Staff/Professional Development records, employment application, Resume, Emergency contact sheet, Daily Schedules, any pages of the LOI/Employee Calendar, TB Test, Sign-In Sheets, Etc ... meaning **DO NOT RELEASE** any documents related to any items listed on the Public Access Option Form and Marked No

DO NOT RELEASE ANY emails or written communication of any kind **“related or not”** to items marked No on Public Access Option Form

(Signature)

(Date)

(Printed Name)