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By U.S. Mail
By Email to: superintendent@dallasisd.org
By FAX to: 972-925-3201

January 12, 2012

Alan King
Interim Superintendent of Schools
Dallas Independent School District
3700 Ross Avenue
Dallas, TX 75204

Re: Public Records Request – Facility Use

Dear Superintendent King:

We write pursuant to the Texas Public Information Act, Texas Government Code Ch. 552, to request the following information¹ maintained by the Dallas Independent School District and its officers, employees, or agents (“the District” or “DISD”):

1. All information relating to District policies for the use of non-District facilities, including but not limited to churches and other religious facilities, for District events (“Offsite Events”²);

2. All information identifying the nature and location of all Offsite Events held during the last five school years (2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011) at churches or other religious facilities;

¹ The term “information” as used herein includes all records or communications in written or electronic form, including but not limited to correspondence, documents, data, videotapes, audio tapes, emails, faxes, telephone messages, logs, files, guidance, guidelines, evaluations, instructions, analyses, memoranda, agreements, notes, orders, policies, procedures, protocols, reports, rules, training manuals, other manuals, or studies.

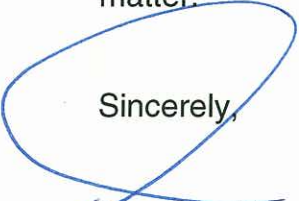
² The term “Offsite Event” as used herein shall refer to any and all mandatory and/or optional actions led, organized, and/or sponsored by the District, including but not limited to graduation ceremonies, classes, presentations, ceremonies, lectures, orientations, meetings, exhibitions, performances, or sports activities.

3. All information relating to the Offsite Events identified in item 2, held during the 2006-2007, 2007-2008, 2008-2009, 2009-2010, and 2010-2011 school years, including but not limited to invitations, flyers, programs, schedules, handouts, and lists of speakers for events; minutes, photographs, and audio and video recordings of events; notes, internal memoranda, and correspondence of all District officers, employees, and agents about Offsite Events; and sign-in sheets, attendance rolls, estimates, or other information reflecting the number of students, District personnel, and community members in attendance at each event;
4. All information reflecting communications between the District and facility owners or their agents relating to the Offsite Events identified in item 2, including but not limited to written and electronic correspondence, draft and final lease agreements, invoices, and records of all payments made by the District for facility and equipment use;
5. All information regarding the District's process for selecting locations for Offsite Events as described in item 2;
6. All information regarding the District's reasons for using non-District rather than District-owned facilities for each Offsite Event identified in item 2;
7. All information relating to policies, guidelines, and practices used to avoid student exposure to religious displays and proselytizing messages during all Offsite Events held or scheduled to be held in churches or other religious facilities;
8. Information identifying the name, location, capacity, and audio and video equipment available for all meeting spaces on District property, including but not limited to stadiums, gymnasiums, auditoriums, theaters, and cafeterias, but not including classrooms or administrative offices;
9. All information related to written and verbal complaints by parents, students, teachers, and other persons, received by the District between August 1, 2006 and January 12, 2012, concerning all Offsite Events identified in item 2;
10. All agendas, minutes, and audio and video recordings of District School Board meetings between August 1, 2006 and January 12, 2012 at which any Offsite Event, identified in item 2, was proposed, discussed, or approved;
11. All information regarding the current proposal to change policy FMH (Local) regarding the location of student commencement exercises;
12. All information, including agendas, minutes, and audio and video recordings of District School Board meetings between August 1, 2006 and January 12, 2012 at which any Offsite Event, identified in item 2, was proposed, discussed, or approved; and,
13. All information regarding plans for prospective Offsite Events for the 2011-2012 school year, including but not limited to commencement exercises.

We would appreciate the requested materials at your earliest convenience, and anticipate your response on or before January 26, 2012. Materials may be produced on a rolling basis as they become available. Materials may be sent by e-mail to lgraybill@aclutx.org, by fax to (512) 478-7303, or by mail to P.O. Box 12905, Austin, TX 78711. We are willing to pay the statutory fee for copying these materials. If the fee exceeds \$40.00, please provide the written estimate of costs via fax or email.

Please feel free to contact me if you have any questions. I can be reached at lgraybill@aclutx.org or (512) 478-7300 x 116. Thank you for your assistance on this matter.

Sincerely,


Lisa Graybill
Legal Director
ACLU of Texas