



**Collin County Community College District
Public Access Option Form
Texas Government Code Section 552.024**

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 elect to keep it confidential, the following personal information may be subject to public release if requested under the Texas Public Information Act.

REQUIRED INFORMATION:

Printed Full Name

CWID

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

Please indicate whether you wish to allow public release of the following information.

Release Address:	
Release Home Phone:	
Release Emergency Contact:	
Release Family Information:	
Release Social Security Number:	

To have this information withheld from Public Information responses you must submit a signed request to Human Resources.

This election replaces any previous election and affects both personnel and student records.

Signature

Date