

# Records Request Process

The most efficient method for submitting Texas Public Information Act (TPIA) requests to Lee College is through our dedicated online portal at <https://forms.office.com/r/SE9gzXDvKM>. This streamlined process ensures the timely and accurate processing of your request.

Alternatively, TPIA requests can be submitted via email to the following preferred address: [presidentsoffice@lee.edu](mailto:presidentsoffice@lee.edu). For those who prefer traditional mail, written requests can be sent to the Office of the President at P.O. Box 818, Baytown, TX 77522-0818.

When submitting a TPIA request via letter or email, please ensure your communication includes the following information:

1. Requestor's full name
2. Contact information — Include an email and/or phone number.
3. Detailed description of the requested records — Clearly specify the information or documents you are seeking, providing as much detail as possible to facilitate an accurate response.
4. Date range for the records you are seeking
5. Preferred format — Indicate your preference for receiving the information, such as electronic or hard copy.
6. Any additional relevant details — Include any other pertinent details that may assist in identifying and fulfilling your request.