



Proposed Designation of Non-Duty Days for Public Information Requests

In accordance with Texas Government Code 552.0031 (c), as outlined in Celina ISD policy [GBAA\(LEGAL\)](#), school districts may designate up to ten nonbusiness days per calendar year during which the administrative offices are either closed or operating with minimal staffing, allowing suspension of requirements to respond to public information requests on those days.

To ensure staff can observe holiday breaks and perform essential administrative duties without interruption, the administration recommends designating the following days as non-duty days for purposes of fulfilling public information requests:

- December 23, 29, 30, and 31, 2025 (4 days)
- January 2, 2026 (1 day)
- March 16-20, 2026 (5 days)

This totals ten days and complies with the annual limit established in GBAA(LEGAL). If approved, these dates will be documented internally and used in calculating response timelines for public information requests. As required, these dates will be publicly posted on our district website.