



Media Protocols

In order to request interviews involving KIPP Texas students, teachers, or staff, media are asked to contact Jennifer Castillo, Director of External Communications, in advance via email or by phone to secure the location and interview subjects for the appropriate story.

Media should refrain from contacting KIPP Texas students, teachers, or staff without FIRST receiving approval from our team and is asked not to visit campuses prior to receiving approval.

KIPP Texas' policies regarding media can be found below:

- **Public information requests:** Before submitting a public information request, please use the [KIPP Texas Public Schools website](#), as the information you seek may be available online.

All requests must be in writing. Requests may be delivered in three ways:

Delivered by email;
Delivered by mail; or
Delivered in person.

Email: TPIA@kipptexas.org

By mail or in-person to:
Public Information Requests
KIPP Texas Public Schools
10711 KIPP Way
Houston, TX 77099

- **School Visits:** Only visitors on verified official business will be allowed beyond the front desk. All visitors must sign in and provide valid photo identification to the front office and must visibly wear a temporary visitor's badge at all times during their visit. Any visitors without a visible visitor's badge will be redirected back to the front office to obtain one. Visitors must report back to the front office after their visit to sign out.

We do not comment on personnel matters. Texas law requires public employers to disclose certain personnel information. Still, it also provides for limitations to public access to personnel records to protect public employees' privacy and security interests.