02 TPIA B Transcript TitleIV AGENCY

October 02, 2025

Via email: Public Information Officer, Texas Tech University System — publicinfo@ttu.edu

Re: Texas Public Information Act Request – Transcript/Title IV Related Records (February 1, 2024 – October 2, 2025)

To the Public Information Officer:

Under the Texas Public Information Act (Tex. Gov't Code ch. 552), I request records related to transcript issuance and Title IV obligations for Kevin Norris Bass (Student ID: R11333575) for February 1, 2024 – October 2, 2025. This request seeks POLICY/PROCESS and CASE-LEVEL records held by administrative units, including Registrar and Financial Aid/Title IV compliance, such as:

1) Policies, procedures, and communications concerning transcript holds, releases, and compliance with 34 C.F.R. § 668.14(b)(33)–(34).

2) Records showing any holds on my student account or transcript during the period, including the basis, policy citation, and any notices.

3) Internal communications among Registrar/Financial Aid/Business Office/Compliance concerning my transcript issuance and any Title IV compliance considerations.

4) Audit logs, system notes, and tasking entries documenting transcript processing or hold removal decisions.

5) Student Business Services/Bursar ledger entries and adjustments (full account detail) for AY 2023–24; R2T4 worksheets/calculations; scholarship reversal/waiver memos; billing rules/policy citations applied; workflow/approval logs showing who created/approved the bill/hold; and any appeal/correction records.

6) Enrollment reporting records (NSLDS/National Student Clearinghouse) and any corrections; and communications with ED/servicers about enrollment/aid status affecting billing or transcript holds.

Format & Production:

• Electronic delivery in reasonably usable formats (PDF, CSV/Excel, EML/MSG/native where practicable) and rolling production are requested.

• If any portion is unclear or burdensome, please propose narrowing.

Cost, Fee Cap, and Waiver:

• If estimated costs exceed $100, please provide a written itemized estimate before proceeding.

• I request waiver/reduction under § 552.267 because disclosure will inform the public regarding compliance practices affecting students and Title IV conditions.

Exclusions (to reduce cost without narrowing substance):

• Exclude exact duplicates and non-substantive scheduling/room notices unless keyword-responsive.

• Exclude broadcast newsletters/vendor promos lacking discussion.

Withholding/Redactions:

• If you claim an exception, identify the specific statutory basis and, if seeking an AG ruling, please provide the OR number. Release all reasonably segregable portions.

Custodians (role-based, agency to enumerate for related rotation payloads):

If rotation-related communications are implicated in hold/processing decisions during the period, include clerkship/rotation leadership and site directors/coordinators for Pediatrics, OB/GYN, Psychiatry, and Family Medicine; course administrators and scheduling coordinators; and their departmental/MedHub counterparts for the date range. Include any individual who held these roles during the period, as identified from MedHub rosters, departmental lists, and calendars (including but not limited to Letha McGraw).

Search certification (if rotation custodians are implicated):

Please enumerate the custodians/roles and the names used for any rotation-related search (or provide the rosters you relied on) for the date range, or provide the rosters first so I can confirm/refine within two business days.

Requester:

Kevin Norris Bass (Student ID: R11333575)

kbassphiladelphia@gmail.com | 512-333-4092

Sincerely,

Kevin Norris Bass

To ensure a complete search, please include agency email/document systems and collaboration/messaging platforms used for agency business (e.g., Exchange/Outlook, Teams/SharePoint, SMS/iMessage, GroupMe, WhatsApp, Signal, Slack), including any agency-managed personal devices to the extent required by Texas Gov't Code § 552.004 and SB 944. Please suspend routine auto-deletion for potentially responsive data for the duration of this request and document the systems searched.