



REQUEST FOR PUBLIC RECORDS

Contact: Legal Services – Linda Crump
 Phone: 281-807-8660
 Fax: 281-517-2125
 Email: legalservices@cfisd.net

For Office Use:

PIR. # _____

Date: _____

Requestor's Name	Ph. #	Fax #
------------------	-------	-------

Name of Business	Email Address
------------------	---------------

Address <small>(P.O. Box, Street, etc.)</small>	City	State	Zip
--	------	-------	-----

Description of Information:
(PLEASE PRINT)

Please sort by: (Ex. campus, alphabetical, etc.)

Requested By:

Requestor's Signature Date

Format		
	# of copies	Item/Unit Price
Copies/Printout		@ \$.10 cents/page
Compact Disc (Excel database)		@ \$ 1.00 ea.
Diskette		@ \$ 1.00 ea.
Mailing Labels		@ \$.06 cents/page
Video Tape		@ \$ 2.50 ea.
Audio Tape		@ \$ 1.00 ea.
Mailing Fee		@ U.S. Postal Rates apply
Inspection Only		

Personnel Charges	
-Programming Personnel	@ \$28.50 per hour
-Other Personnel (charge starts after first 50 pages unless information is retrieved from a remote location)	@ \$15.00 per hour
-Computer Time	@ \$1.50 per minute
-Overhead charge	@ 20% of Personnel Charges

Cash or check (made payable to CFISD) will be accepted as payments. No credit or debit cards.

***Directory Information:** If directory information for either students or employees is requested, only information for parties that have consented to disclosure will be provided. Pursuant to CFISD policy FL (Local), student directory information may include the following: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, honors and awards received, and the most recent school attended.