REQUEST FOR PUBLIC RECORDS

Contact: Legal Services
Phone: 281-807-8660
Fax: 281-517-2125

For Office Use:
PIR. # _____
Date: _____

Requestor's Name	Ph. #	Fax #

Name of Business	Email Address

Address (P.O. Box, Street, etc.) 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		@ $ 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

***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), directory information may include the following: name, address, telephone number, date and place of birth, photograph, 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.