



**REQUEST FOR PUBLIC RECORDS**

Phone: 281-807-8660  
 Fax: 281-517-2125  
 Email: [legalservices@cfisd.net](mailto:legalservices@cfisd.net)

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
Excel Database		No additional charge
CD		@ \$ 1.00 ea.
DVD		@ \$ 3.00 ea.
Copies/Printout		@ \$ .10 cents/page
Mailing Labels		@ \$ .06 cents/page
Mailing Fee		@ U.S. Postal Rates apply
Inspection Only		

**Personnel Charges**

-Programming	@ \$28.50 per hour
-Other Personnel/Labor	@ \$15.00 per hour
-Computer Time	@ \$1.50 per minute CPU or \$2.20 per clock hour Client/Server time
-Overhead charge	@ 20% of Personnel/Labor Charges

**Cash, money order or check (made payable to CFISD) or credit card (with 3% fee added) will be accepted as payment.**

**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), automated student directory information may include the following: name, address, photograph, month and year of birth, schools attended, grade level, dates of attendance, degrees and honors. Additional items available include participation in officially recognized activities and sports, and weight and height of members of athletic teams.