



REQUEST FOR PUBLIC RECORDS

Contact: Legal Services
 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 (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	
Compact Disc		@ \$ 1.00 ea.	
Copies/Printout		@ \$.10 cents/page	
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 payment. 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, photograph, month and year of birth, degrees, honors and awards received, schools attended, dates of attendance, grade level, participation in officially recognized activities and sports, and weight and height of members of athletic teams.