



**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 #
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Name of Business	Email Address
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Address (P.O. Box, Street, etc.)	City	State	Zip
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**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 Personnel	@ \$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 Charges

**Cash, money order 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.