



BURNET Consolidated ISD

Request for Public Information

Name: _____

Company: _____

Address: _____

City

State

Zip

Cell Phone: _____

Email: _____

Information Requested under Texas Open Records Act: **Check Items you are requesting**

Student Directory Information

- ___ Name
- ___ Address
- ___ Phone
- ___ Grade
- ___ Campus
- ___ Email Address

All Student
Information will be
released in
accordance with
FERPA

Employee

- ___ Name
- ___ Address
- ___ Phone
- ___ Campus
- ___ Subject Taught
- ___ Email Address

Other Information Requested: _____

Document Rates

- ___ Copies of Documents
 - .10 cents per standard (8.5x11) page
 - .50 cents per non-standard page
- ___ Electronic Files saved to a CD - \$1.00 per CD

Delivery Rates

- ___ Pick up- FREE (available at Central Office, M - F 8:00 - 4:00)
- ___ Standard Mail - \$0.48 per ounce
- ___ Certified Mail - \$6.56

Payment is due upon delivery; please make checks payable to Burnet CISD.

Please allow 10 working days for processing your order and will be contacted once the request is complete. Please call 512-756-2124 to check order status.

Signature of Requestor

Date

Public Information Officer Approval

Date

Equal Opportunity Policy: Burnet Consolidated Independent School District does not discriminate on the basis of race, religion, sex, age, national origin, marital or veteran status, or handicap in admission or Access to, or treatment or employment in, its programs and activities in compliance with applicable federal and state laws.

CRAFTING the FUTURE

(512) 756-2124 · 208 East Brier · Burnet, TX 78611 · www.BurnetCISD.net