

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT
 REQUEST FOR DISCLOSURE OF PUBLIC RECORDS
 6125 E. Belknap, Haltom City, TX 76117
 Fax: 817.831.5653 or E-mail: Communications@birdville.k12.tx.us**

Please use this form to request records from the Birdville Independent School District. In accordance with the Public Information Act, records will be provided promptly if readily accessible and generally within 10 business days of the request, unless the district seeks a determination from the Texas Attorney General about public disclosure. Every effort is made to expedite all requests for disclosure of public records, however due to personnel demands and schedules, there are incidents when the disclosure of records may take the time allowed by law.

PLEASE PRINT ALL INFORMATION

NAME:	PHONE:	
MAILING ADDRESS:		
CITY:	STATE:	ZIP:

DATE, NAME & DESCRIPTION OF REQUESTED RECORD(S): (please be specific)

- (Check one) (a) I request paper copies
 (b) I request only to view at BISD Communications Department
 (c) Other (Please explain in detail)

I understand that upon approval by the communications department these records will be made available to me promptly. I also understand BISD charges for copies of public records as allowed by state law.

 Signature of requestor _____
 Date of request

For completion by BISD only

Date received _____ Received by _____

Responsible department: _____ Response records received from dept. _____

Date disclosed to requestor: _____

Fees: _____

Necessary for review by district's attorney: Yes No Date sent to district's attorney: _____

Requires ruling from Attorney General: Yes No

Date submitted to Attorney General: _____

Attorney General opinion _____ (number) received on _____

Comments: _____
