



### EMPLOYEE DATA RELEASE FORM

This form is to be used whenever an agency/vendor/organization is requesting access to employee information. Directory information includes employee name, home address and telephone number. There will be a charge for each standard report based upon the type (non-profit or profit), the length and type of report requested as well as programming type involved. All requests from outside vendors/organizations must be prepaid. Please make your check payable to Birdville ISD for the minimum payment and mail the payment and completed form to Birdville Independent School District, Attn: Business Office, 6125 E. Belknap, Haltom City, TX 76117.

**Name of Person Requesting Report:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**Name of Company/Business:** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_

**Type of Report Request:** Listing                      Electronic (Email)                      Electronic (CD/Floppy)  
*(Circle desired type of request)*

**Number of Copies Requested:** \_\_\_\_\_

Exact Description of Report Requested (please include format and all fields you wish to have on the report):  
\_\_\_\_\_  
\_\_\_\_\_

**Sort Option:**                      Alpha      Alpha by Campus      Alpha by Zip      Alpha by Class      Other: \_\_\_\_\_

**BISD use only:**

BISD Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
(to be signed by Business Office Personnel)

File Name/Server: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Schedule for Data Release**  
These payments are the minimum charge for data. These fees could be more based on programming time and data volume. All charges include 1 hour of programming time plus materials needed for the minimum release.

**Listings**

BISD Organizations / PTA	No Charge
Non-Profit Organizations	\$.07 per page (minimum charge of \$10.00)
For-Profit Organizations	\$.10 per page (minimum charge of \$15.00)

**Electronic (Email) Requestors e-mail:** \_\_\_\_\_  
All Requests                      Minimum charge      \$26.00 – This include 1 hour of programming time

**Electronic (CD/Floppy)**  
All Requests                      Minimum charge \$27.00 – This includes 1 hour of programming time plus the cost of media (CD-Rom or Floppy)

*Note: Once your request has been generated, if the charge is more than the minimal amount, you will be invoiced for the remaining balance. Outstanding charges must be paid in full before data will be released. Minimal payment is required before request will be processed and is non-refundable.*