

LAMAR CISD PUBLIC INFORMATION REQUEST

To: Christy Willman, Executive Director of Community Relations
Lamar Consolidated ISD • 3911 Avenue I • Rosenberg, TX 77471
832.223.0330 PHONE 832.223.0331 FAX

In accordance with policy GBA and the Open Records Act, I hereby request that copies of the following records of Lamar Consolidated ISD be made available for my inspection or duplication. I agree to pay for the cost of my request.

Public Information Request

ALL PRIVACY FLAGS WILL BE HONORED

Type of List: Staff Student

_____ List (\$5 per list Plus \$.10 per page) _____ Disk (\$5 per disk Plus \$5 per campus requested)
_____ Labels (\$5 per list Plus \$.05 per label over 500 - \$.08 per label under 500) _____ Format - Excel Text Commaquotes TAB
_____ Copies (\$.10 per page) _____ VHS Video Cassette (\$2.50 ea)
_____ Audio Cassette (\$5 ea) _____ Other _____

Description of Request: (include description adequate to clarify request) _____

Requested By: _____
Contact Name Date Requested

Title/Representing: _____
Company Name Phone

Address: _____
Street, Box, RFD City State Zip Code

Notice of Confidentiality: This Public Information contains information intended solely for purpose listed by the purchasing entity. Any disclosure (verbal or in print), copying, distribution, or use of this information by a third party is prohibited, and may violate LCISD Board policy and the Family Education Rights and Privacy Act (FERPA).

Signature of Applicant

Date Requested

Date Received

Request Completion (Office Use Only)

Approved: _____
Christy Willman, Executive Director of Community Relations Date

Date Sent to Data Processing

Date Returned from Data Processing

Date Contacted when Ready

Total Cost : \$ _____ Cash _____ Check No. _____

Make check payable to: Lamar CISD and mail attention Christy Willman

White - Community Relations Yellow - Accounting Pink - Vendor Receipt Gold - Data Processing