EMPLOYEE DATA RELEASE FORM

This form is to be used whenever an agency/vendor/organization is requesting access to employee directory information. Directory information includes employee names, home address and telephone number. There will be a charge for each standard document based upon the type of vendor (non-profit or for-profit), length and type of document requested as well as programming type involved. All requests from outside vendors/organizations must be prepaid. ***Please submit your completed form with minimum payment (made payable to Birdville ISD to):***

Birdville Independent School District
Attn: Communications Department
8555 Airport Frwy.
North Richland Hills, TX 76180

Person Requesting Report: _____

Name of Company/Business: _____ Telephone: _____

Street Address: _____ Email: _____

City, State _____ Zip Code: _____

Document Format (Check one): ❑ List (Paper) ❑ Electronic (Email) ❑ Electronic (CD)

Records to be delivered by: ❑ Email ❑ U.S. Mail (Postage extra) ❑ Pick up

Exact description of data requested *(Include format and all fields you want on the report)*:

_____

_____

_____

Data Sorting Preference: ❑ Alpha ❑ Alpha by Campus ❑ Alpha by Zip ❑ Alpha by Class

BISD Use Only

BISD Authorized by: _____ Date: _____
(To be signed by Communications Office Personnel)

File Name/Server: _____ Completed by: _____ Date: _____
(To be filled in by HR)

Contacted/Released: _____

Fee Schedule (based on document format)

The fees below reflect the minimum charge for data processing and may increase based on programming time required and data volume. All charges include one hour of programming time plus materials needed for the minimum release. Minimal payment is required before request will be processed and is non-refundable.

- ***Lists:***
  - 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):***
  - All requests — $26.00 Minimum Charge–*includes one hour of programming time*
- ***Electronic (CD):***
  - All requests — $27.00 Minimum Charge–*includes one hour of programming time plus media cost (CD)*

Note: If the processing of your request exceeds that covered by the minimum charge, you will be invoiced for the remaining balance. Outstanding charges must be paid in full before data will be released.