



REQUEST FOR PUBLIC RECORDS

Phone: 936-931-3685 Fax: 936-310-6589

Email: records@wallerisd.net

For Office Use:

PIR. # _____

Date: _____

Requestor's Name		Ph. #	Fax #
Name of Business		Email Address	
Address (P.O. Box, Street, etc.)		City	State Zip
Description of Information: (PLEASE PRINT)			
Requested By:			
_____ Requestor's Signature		_____ Date	
Format			
	# of copies	Item/Unit Price	
Excel Database (When Applicable)		No additional charge	
CD		@ \$ 1.00 ea.	
DVD		@ \$ 3.00 ea.	
Copies/Print Out		@ \$.10 cents/page	
Mailing Labels		@ \$.06 cents/page	
Mailing Fee		@ U.S. Postal Rates apply	
Inspection Only			
Personnel Charges			
-Programming Personnel		@ \$28.50 per hour	
-Other Personnel/Labor		@ \$15.00 per hour	
-Computer Time		@ \$1.50 per minute CPU or \$2.20 per clock hour Client/Server time	
-Overhead charge		@ 20% of Personnel Charges	

Cash, money order or check (made payable to Waller I.S.D) will be accepted as payment. No credit or debit cards.

Payment can be received at Waller ISD Education Service Center 20600 Fields Store Rd. Waller, Texas 77484

Directory Information: If directory information for either students or employees is requested, only information for parties that have consented to disclosure will be provided. Pursuant to WISD policy FL (Local), student directory information may include the following: name, address, telephone listing, photograph, month and year of birth, honors and awards received, schools attended, dates of attendance, grade level, participation in officially recognized activities and sports, and weight and height of members of athletic teams.