

PUBLIC INFORMATION REQUEST

In accordance with the Texas Public Information Act and LISD policies GBA(LLEGAL) and GBAA(LLEGAL), I hereby request that copies of LISD records be made available for my inspection or duplication. I agree to pay the inspection or duplication charges at the rate adopted by the LISD Board of Trustees, if the charges do not exceed \$40.00. I understand payment must be made prior to obtaining the records. I further understand that if the charges will exceed \$40.00, I will receive an itemized estimate of charges and will have the opportunity to modify or withdraw my request before any records are gathered.

Records Requested (Please be as specific as possible):

How do you prefer to receive the requested records?

- Electronic Transfer (e-mail)
- Will Pick Up Copies
- U.S. Mail (I agree to pay applicable postage charges)
- Inspection Only

Applicable Charges:

Letter size paper copies: \$.10/page; CD or Audio Cassette: \$1.00; DVD: \$3.00; Oversize paper copies: \$0.50/page; Labor charges for locating, compiling, manipulating, and reproducing information (>50 pages): \$15.00/hour; Labor charges for programming services: \$28.50/hour; Overhead charges: 20% of labor charges.

Contact Information of Person Requesting Records (please print):

Name	Company
Mailing Address	City/State/Zip
Telephone	E-mail Address
Signature of Person Requesting Information	Date

Submit completed form via e-mail: publicinformation@lisd.net, mail: Lewisville Independent School District | Office of Legal Services | P.O. Box 217 | Lewisville, TX 75067, or in person: Office of Legal Services | 1565 W. Main Street | Lewisville, TX 75067