

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT REQUEST FOR  
DISCLOSURE OF PUBLIC RECORDS**

6125 E. Belknap, Haltom City, TX 76117

Fax: 817-547-5537 or E-mail: [publicinformationreq@birdvilleschools.net](mailto:publicinformationreq@birdvilleschools.net)

You may use this form to request records from the Birdville Independent School District. In accordance with the Public Information Act, records will be provided promptly if readily accessible and generally within 10 business days of receipt of the request, unless the district seeks a determination from the Texas Attorney General about public disclosure. Every effort is made to expedite all requests for disclosure of public records, however due to personnel demands and schedules, there are incidents when the disclosure of records may take the time allowed by law.

For guidance regarding your rights as a requestor and the public information procedures adopted by this Code. You can find additional Public Information Act resources on the Office of the Attorney General's website at [texasattorneygeneral.gov/open-government](http://texasattorneygeneral.gov/open-government) of the Government

**INFORMATION PREFERENCES**

How do you want to receive the information provided?

Paper copy

Inspection

Electronic

Other (Please explain in detail below)

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**I understand that upon approval by the Communications Department these records will be made available to me promptly. I also understand BISS charges for copies of public records as allowed by state law.**

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Signature of Requestor

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Date of Request