



EMPLOYEE DATA RELEASE FORM

This form is to be used whenever an agency/vendor/organization is requesting access to employee information. Directory information includes employee name, home address and telephone number. There will be a charge for each standard report based upon the type (non-profit or profit), the length and type of report requested as well as programming type involved. All requests from outside vendors/organizations must be prepaid. Please make your check payable to Birdville ISD for the minimum payment and mail the payment and completed form to Birdville Independent School District, Attn: Business Office, 6125 E. Belknap, Haltom City, TX 76117.

Name of Person Requesting Report: _____ **Telephone Number:** _____
Name of Company/Business: _____ **Date Requested:** _____

Type of Report Request: Listing Electronic (Email) Electronic (CD/Floppy)
(Circle desired type of request)

Number of Copies Requested: _____

Exact Description of Report Requested (please include format and all fields you wish to have on the report:

Sort Option: Alpha Alpha by Campus Alpha by Zip Alpha by Class Other: _____

BISD use only:

BISD Authorized by: _____ Date: _____
(to be signed by Business Office Personnel)

File Name/Server: _____ Completed by: _____ Date: _____

Payment Schedule for Data Release

These payments are the minimum charge for data. These fees could be more based on programming time and data volume. All charges include 1 hour of programming time plus materials needed for the minimum release.

Listings

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 Minimum charge \$26.00 – This include 1 hour of programming time

Electronic (CD/Floppy)

All Requests Minimum charge \$27.00 – This includes 1 hour of programming time plus the cost of media (CD-Rom or Floppy)

Note: Once your request has been generated, if the charge is more than the minimal amount, you will be invoiced for the remaining balance. Outstanding charges must be paid in full before data will be released. Minimal payment is required before request will be processed and is non-refundable.