

TPIA #

Callisburg ISD Open Records Request Form

Organization/Business: Callisburg ISD	Contact Name: Donald L. Metzler
Phone: 940-665-0540 x210	Address: 148 Dozier St.
E-mail: dmetzler@cisdtx.net	City/State/Zip: Callisburg, TX 76240

In accordance with school policy GBA (LEGAL) and the Texas Public Information Act, I hereby request that copies of the following records of the District be made available for my inspection or duplication:

Documents/Records Requested (details):

I would like these documents/records to be made available by the following method:

- E-mailed to the above address
 Picked up at the Superintendent's Office
 Mailed to the above address

I agree to pay the duplication rate of:

- 10¢ per page*
 \$1.00 per CD*
 *Depending on the nature of the request, other charges may apply in accordance with state law and district policy.

Signature:	Date:
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E-mail to:
dmetzler@cisdtx.net

or Mail to:
Callisburg ISD Administration Office
148 Dozier St.
Callisburg, TX 76240

Deliver to:
Callisburg ISD Administration Office
148 Dozier St.
Callisburg, TX 76240

See Attached Request

FOR OFFICE USE ONLY

Date Received:	Date Due:	Person Responsible:	Return Responsive Docs to:
Person(s) to Notify:			
Notes on Legal Timeline:			
Other Notes:			
Time Spent:			

ACTION

Contact Legal:	Person Responsible:	
Freeze emails:	Person Responsible:	Release Date:
Freeze servers:	Person Responsible:	Release Date:
Retain all applicable paperwork:		
Other:		