



Early Independent School District
 101 Turtle Creek Dr
 P O Box 3315
 Early, Tx 76803
 tel. 325-646-7934
 fax 325-646-9238

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

Please use this form to request records from Early Independent School District. 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 full amount of time allowed by law.

PLEASE PRINT ALL INFORMATION

NAME:		PHONE:	
MAILING ADDRESS:			
CITY:		STATE	
		ZIP	

To avoid delays in responding, be specific with your request and include names, addresses, inclusive of dates, times and places. Please complete the form below, incomplete requests cannot be filled properly.

DETAILED DESCRIPTION OF REQUESTED RECORD(S)

- (CHECK ONE) ****REQUIRED****
- (a) I request paper copies
 - (b) I request only to view at the admin office
 - (c) Other (please explain in detail below)

To be completed by Early Independent School District	
Date Received:	_____
Date Disclosed to Requestor (Date/Time/Name)	_____
Fee Due: _____	Fee Paid: _____
Released by:	_____