

Office Use Only:
Paid _____
Contacted _____



EMPLOYEE DATA RELEASE FORM

This form is to be used whenever an agency/vendor/organization is requesting access to employee directory information. Directory information includes employee names, home address, and telephone number. Please note, if an employee has previously objected to the release of this information, Aubrey ISD may not release the requested documents. There will be a charge for each standard document based upon the type of vendor (non-profit or for-profit), length and type of document requested, as well as programming type involved. All requests from outside vendors/organizations must be prepaid. **Please submit your completed form with minimum payment (made payable to Aubrey ISD to):**

Aubrey Independent School District
ATTN: Public Information Officer
415 Tisdell Lane
Aubrey, Texas 76227

Person Requesting Report: _____
Name of Company/Business: _____ Telephone: _____
Mailing Address (Street): _____ Email: _____
CSZ: _____ Zip Code: _____

Document Format (circle one): List (paper) Electronic (Email) Electronic (CD)
Records to be delivered by (circle one): Email U.S. Postal (Postage Extra) Pick up

Exact description of data requested (*include all fields you want in the report*):

Data Sorting Preference: Alpha Alpha by Campus Alpha by Grade Other: _____

Fee schedule (based on document format):

The fees below reflect the minimum charge for data processing and may increase based on programming time required and data volume. All charges include one hour of programming time plus materials needed for the minimum release. Minimal payment is required before request will be processed and is non-refundable.

Lists:

Fewer than 50 pages:	No charge
AISD organizations/AISD Boosters/PTO/AEF:	No charge
More than 50 pages:	\$.10 per page (minimum charge of \$10.00)
Electronic (email):	\$28.50 minimum charge (include one-hour programming time)
Electronic (CD):	\$29.50 minimum charge (include one-hour programming time plus CD)
Labor:	\$15.00 per hour for more than 50 pages

NOTE: If the processing of your request exceeds that covered by the minimum charge, you will be invoiced for the remaining balance. Outstanding charges must be paid in full before data will be released.