

Open Record Law Form

This form must be completed by all district employees annually.

House Bill 1976 provides that “an employee hired by a governmental body, and each official of the governmental body, shall choose whether or not to allow public access to the information in the custody of the governmental body relating to the official’s or employee’s house address and home telephone number.”

_____ **NO** - Do not release my address, phone number, and e-mail address

_____ **YES** - You may release my address, phone number, and e-mail address

_____ **YES** –You may release my **email address only**

PRINT OR TYPE ONLY

NAME: _____
(LAST) (FIRST) (M.I.)

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

SUMMER PHONE: _____

CAMPUS/BUILDING/LOCATION: _____

ASSIGNMENT: **Circle one**

- | | | |
|--------------|------------------------------|-------------------------|
| Custodial | Para-Professional/Campus | Professional/Department |
| Food Service | Para-Professional/Department | Transportation |
| Maintenance | Professional/Campus | Other _____ |

SIGNATURE: _____ DATE : _____

Name and telephone number of person to contact in case of emergency

1. _____
NAME HOME PHONE CELL PHONE

RELATIONSHIP TO EMPLOYEE WORK PHONE

2. _____
NAME HOME PHONE CELL PHONE

RELATIONSHIP TO EMPLOYEE WORK PHONE