



# Directory Information Request Form

All requests for directory Information are processed under the Texas Public Information Act.

## Employee or Board of Trustees

Detailed Description:	
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**\*NOTE:** Each employee or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to directory information.

**Student Directory Information** has been classified into separate categories, please select appropriate purpose:

**School-Sponsored** shall include student name, address, telephone number, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, grade level, enrollment status, and honors and awards received. *\*\*The requestor must provide a district contact name for confirmation that their request is based on a school-sponsored event. The district contact name is required for clarification and processing, the request will be considered withdrawn by law if this is not provided.*

**Military Recruiter or Institution of Higher Education** shall include student's name, address, and telephone number.

**All Other Purposes** shall include student name, campus enrollment, and grade level.

<input type="checkbox"/> School-Sponsored	District Contact:		
Purpose of School-Sponsored Event:			
<input type="checkbox"/> Other Purpose	<input type="checkbox"/> Military Recruiter	<input type="checkbox"/> Institution of Higher Education	
Detailed Description:			

**\*NOTE:** A parent or eligible student has the right to opt-out of allowing public access to directory information.

Name of Requestor:				
Organization:				
Street Address:				
City/State/Zip:				
Telephone Number:				
Cell Number:				
Fax Number:				
Email Address:				
Preferred Format:	<input type="checkbox"/> Paper Copy	<input type="checkbox"/> Electronic Copy		
Preferred Method of Delivery:	<input type="checkbox"/> U.S. Mail	<input type="checkbox"/> Fax	<input type="checkbox"/> Email	<input type="checkbox"/> Pick Up

You may submit the form by mail, fax, email, or in person to:

Records Management  
 3620 Valley View, Irving, Texas 75062  
 (972) 252-4754 – fax  
[records@irvingisd.net](mailto:records@irvingisd.net)