



# WFISD

1104 Broad Street \* P O Box 97533 \* Wichita Falls TX 76307-7533  
PHONE (940) 235-1000  
[Open\\_records@wfid.net](mailto:Open_records@wfid.net)

## **REQUEST FOR OPEN RECORDS** ***(PUBLIC INFORMATION ONLY)***

Date of Request: \_\_\_\_\_  
Requested by: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

Information Requested – Please be specific: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_**PLEASE CHOOSE:** \_\_\_\_\_ **I will pick up records** \_\_\_\_\_ **Please mail records**

Requestor's Signature: \_\_\_\_\_

<b>For WFISD Use:</b>	
Date Supplied: _____	Supplied by: _____
Date Denied: _____	Denied by: _____
Reason for denial: _____	