



**LAKE DALLAS ISD**  
Open Records Request Form

I (We), \_\_\_\_\_ write pursuant to the Texas Public Information Act, Texas Government Code Ch. 552, to request the following information maintained by Lake Dallas Independent School District and/or its officers, employees and agents:

I (We) are requesting the previously stated information on \_\_\_\_\_, and understand a minimum of 10 business days is required. In addition, any use of resources by "the District," in completing the request deemed excessive may result in charges not to exceed \$40 without prior written itemized notification.

**Information of Requester**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

**Preferred Method of Reply**

U.S. Mail       E-mail (*if Possible*)       Pick-up

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of LDISD Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Submit printed form to: Melaynee Broadstreet, Director of Public Information  
LDISD Central Services Building  
104 Swisher Road, Lake Dallas, TX 75065

E-mail: mbroadstreet@ldisd.net / Fax: 940-497-3737