

**Provision of
Staff / Student
Directories**

District staff requests for directories will comply with the following:

1. "Restricted use" staff directories are provided to principals and department heads and other staff members identified by department heads as having a specific need for such a directory.
2. District staff members may request directories for District-related use only. Under no circumstance is a District staff member to initiate a request to furnish directories at no cost to an outside organization.
3. Requests for student directories will be submitted to the Associate Superintendent for Public Relations and Technology.
4. Requests for staff directories will be submitted to the Associate Superintendent for Public Relations and Technology.

**Requests by Outside
Organizations**

Procedures to obtain public information are as follows:

1. Submit a written request (mail, fax, e-mail, or in person) to the Associate Superintendent of Public Relations and Technology.
2. Include enough description and detail about the information requested to enable the District to accurately identify and locate the item(s) requested.
3. Cooperate with the District's reasonable efforts to clarify the type or amount of information requested.
4. Indicate how information is to be received.

Charges

For charges for providing information to outside organizations, refer to GBAA(EXHIBIT).

Checks must be made payable to Spring ISD and receipts will be deposited immediately in the business office.