Office of the Superintendent of Schools
Duncan F. Klussmann, Ed.D.
955 Campbell Road
Houston, Texas 77024-2803
Telephone: 713/464-1511
Fax: 713-365-4071

REQUEST FOR RECORDS

In Accordance with policy GBA and the Open Records Act, I hereby request that copies of the following records of Spring Branch Independent School District be made available for my inspection or duplication. I agree to pay the duplication costs at the rate adopted by the Board.

Inspection only (Please check)	Number of Copies Requested	Public Information Requested (Include description adequate to clarify request)

Requested by:

Name: _____

Address: _____
Street, Box RFD City State Zip

Date of Request: _____ Phone: _____

This completed form shall be presented or mailed to the Superintendent of Spring Branch Independent School District, 955 Campbell Road, Houston, Texas 77024.