



COOLIDGE INDEPENDENT SCHOOL DISTRICT  
1002 KIRVEN ST. \* P.O. BOX 70 \* COOLIDGE, TX \* 76635



July 24, 2017

Due to the fact that you are employed by a public agency, most information pertaining to your employment within the district **is not considered confidential nor private information**. Unless you authorize us to withhold the following, we are required by federal mandate to release the information under an “open records” request:

- Home address
- Home telephone number
- Information that reveals whether you have family members
- Emergency contact information

If you would like us to withhold this information, please sign, date and return this form to my office.

Thank you,

Robert Lowry, Ed.D.  
Superintendent  
Coolidge ISD

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#### PERSONNEL RECORDS INFORMATION

I wish for my home address, home telephone number, information that reveals whether I have family members, and emergency contact information to be withheld from personnel open records requests.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_