EMPLOYEE PREFERENCE
for
DISCLOSURE OF PERSONAL INFORMATION

Background:

Under the Texas Public Information Act, public employees may request in writing that their home addresses, telephone numbers, and family information be withheld from public disclosure unless otherwise required by law (Section 552.024). Upon request by the public, a school district must release this information on those employees who have not filed a written notice to withhold the information prior to the date the request is received.

Your Preference:

Based on the Texas Public Information Act, you must indicate below whether or not you wish to:

- RELEASE the specified information to the public if it is requested, or
- WITHHOLD the specified information from public if it is requested.

Depending on your choice, place an "X" in only ONE box beside EACH item below:

YES - I Choose to RELEASE, or …	NO - I Choose to WITHHOLD …	… The Information Shown Below
		(1) My Home Address
		(2) My Home Phone Number
		(3) Any Information Related To My Family
		(4) Home/Personal E-Mail Address

_____ _____

Printed Name of Employee Social Security Number

_____ _____

Signature of Employee Date Signed

Revised 9/16/10