

- **Student Directory Information:** The data includes legal directory information (e.g., student name, address, telephone number, gender, ethnicity & grade level). The CD, diskette, or paper list contains data only for those students whose parents have not restricted the disclosure of directory information.
- **Distribution:** Orders may be placed from mid-October through mid-June of each school year. The CD, diskette, or paper list is usually available for pick up within 10 or less working days. (You will be called when the information is ready to be picked up in Plano ISD's Student Records office.) No lists are distributed via e-mail attachments. Data on the CDs or diskettes are compatible with Excel and Access software.
- **Acknowledgment Form:** You will be required to sign an acknowledgement of restrictions regarding redisclosure and any affiliation with Plano ISD.
- **Method of Payment:** Only cash, money order, or cashier's check made out to Plano ISD will be accepted. Payment is required at time of pick up. However, if the total amount of the order equals \$200 or more, at least 1/2 of the total amount must be paid at the time the order is placed. (If your order must be received by mail, please call for shipping & handling charges prior to sending payment.)
- **Questions:** Contact Pam Moreland at 469-752-8080.
- **Purchase:** Complete this order form and **fax** it to Pam Moreland at **469-752-8043**.

NAME	COMPANY/ORGANIZATION		
ADDRESS	CITY	ZIP CODE	TELEPHONE
<p>1. SELECT ONE: <input type="checkbox"/> CD <input type="checkbox"/> Paper List</p>			
<p>2. SELECT SCHOOL(S):</p>			
Early Childhood School(s) (Grade PK)		<u>Cost Per School</u>	<u>Total Cost</u>
<input type="checkbox"/>	All 3 early childhood schools	3 @ \$15 = \$ 45	\$ _____
<input type="checkbox"/>	Only ___ early childhood schools listed below: _____	___ @ \$15 = \$ _____	\$ _____
Elementary School(s) (Grades K-5)			
<input type="checkbox"/>	All 42 elementary schools	42 @ \$15 = \$ 630	\$ _____
<input type="checkbox"/>	Only ___ elementary schools listed below: _____	___ @ \$15 = \$ _____	\$ _____
Middle School(s) (Grades 6-8)			
<input type="checkbox"/>	All 12 middle schools	12 @ \$25 = \$ 300	\$ _____
<input type="checkbox"/>	Only ___ middle schools listed below: _____	___ @ \$25 = \$ _____	\$ _____
High School(s) (Grades 9-10)			
<input type="checkbox"/>	All 5 high schools	5 @ \$25 = \$ 125	\$ _____
<input type="checkbox"/>	Only ___ high schools listed below: _____	___ @ \$25 = \$ _____	\$ _____
Senior High School(s) (Grades 11-12)			
<input type="checkbox"/>	All 3 senior high schools	3 @ \$25 = \$ 75	\$ _____
<input type="checkbox"/>	Only ___ senior high schools listed below: _____	___ @ \$25 = \$ _____	\$ _____
<p>3. GRAND TOTAL COST:</p>		<p>(all 65 schools = \$1,175)</p>	<p>\$ </p>

X _____
SIGNATURE

DATE