

**IRVING INDEPENDENT SCHOOL DISTRICT
REQUEST FOR CONFIDENTIAL STUDENT INFORMATION**

Confidential Statement

Due to confidentiality issues, this information is intended for use only by the campus principal.

TEA and the National Student Lunch Act establishes a fine of not more than \$1,000 or imprisonment of not more than one year, or both, for publishing, divulging, disclosing, or making known in any manner or extent not authorized by federal law, any eligibility information.

Lists and reports obtained under this request in either print or electronic form shall not be duplicated and any hard copy generated shall be shredded after use.

Campus Name: _____ Campus #: _____

Option 1: Request for Individual Student Information

Student Name: _____ Student ID#: _____

Reason for Request for Individual Student Information: _____

Option 2: Request for Campus/Grade Level Information

Entire campus sorted alphabetically

Entire campus sorted by grade level then alphabetically

Specific grade level who might qualify for a fee waiver

Specific grade levels

EE	PK	KG	1 st	2 nd
3 rd	4 th	5 th	6 th	7 th
8 th	9 th	10 th	11 th	12 th

Reason for Request for Campus/Grade Level Information:

Principal: _____

Principal's Signature: _____ Date: _____

Please complete this form, print, sign and email it to Dr. Whit Johnstone. Retain the original for your records. After approval, the report will be posted to the principal confidential information page in Techwiki and the principal will be notified by email. Grace Period reports are processed at Food Service. An email will notify the principal the report is ready to be picked up.

Assistant Superintendent's Designee Signature _____ Date: _____