

Paperwork Justification Form

From:

To:

Date:

Please be aware that before I can complete your request for _____ I need you to provide the justification for this paperwork. As you are aware a classroom teacher may not be required to prepare any written information that is not expressly authorized by state law (TEC 11.164).

- Is this paperwork required or optional? ___ Required ___ Optional

*If it is **required**, please continue.*

- If this paperwork is expressly authorized by state law, please cite the provision of the law that applies: _____

- If this paperwork is required by a SAISD department, please indicate the department and the individual requesting it.

Dept. _____ Individual _____

- If this paperwork is neither authorized by state law nor requested by a SAISD department, please indicate the imperative for requesting it.

- Is the requested information available from another source? ___ Yes ___ No

- Is the requested information available electronically? ___ Yes ___ No

Other relevant information regarding this paperwork: _____
