

# Data Release Request for School District Property Value Study Preliminary Findings – Invalid Findings

Form 50-827

**GENERAL INFORMATION:** School superintendents or their authorized agents use this form to request information from the Property Tax Assistance Division (PTAD) for school districts for which the current School District Property Value Study preliminary findings indicate invalid local value. A *Data Release School District Listing Template* must be included with this form when requesting information for multiple school districts.

**FILING INSTRUCTIONS:** Complete this request form and the *Data Release School District Listing Template*, if applicable, and email them to [ptad.open.records@cpa.texas.gov](mailto:ptad.open.records@cpa.texas.gov). These forms can be submitted after Jan. 1, but the data release information will not be available until after the School District Property Value Study preliminary findings are certified to the Commissioner of Education.

To request available information for a school district for which the current School District Property Value Study preliminary findings indicate valid local values, you must submit a separate open records request to [ptad.open.records@cpa.texas.gov](mailto:ptad.open.records@cpa.texas.gov).

**ADDITIONAL INFORMATION:** The data release is part of protest prehearing exchanges under Comptroller Rule 9.4311. This data release will contain standard, commonly requested, School District Property Value Study information and is available to school districts to assist in the preparation of a protest of the School District Property Value Study preliminary findings pursuant to Government Code Section 552.149(d). Information released may or may not be confidential under law or judicial decision, including, but not limited to information confidential under Tax Code Sections 22.27, 25.025 and 25.026 and Government Code Sections 403.304, 552.137 and 552.149. Confidential information included in the data release must remain confidential in the possession of the school district or authorized agent and may not be distributed to a person who is not authorized to receive or inspect the information.

The data release will be accessible by a secure file transfer process (FTP). When the data release is available, you will receive an email at the email address included on this form with a link to access a secure FTP site from which you may access and download the files. The files will only be available on the FTP site for seven (7) calendar days. We recommend that you save a copy of the files. After seven days, the information will no longer be available on the FTP site and you will need to contact [ptad.open.records@cpa.texas.gov](mailto:ptad.open.records@cpa.texas.gov) to request a new link.

## SECTION 1: Requestor Contact Information

Name of Requestor

Title

Name of Requestor's School District, Company, or Organization

Primary Phone Number (area code and number)

Email Address\*

Mailing Address, City, State, ZIP Code

## SECTION 2: School District

Information is requested for the 2023 School District Property Value Study for:

ISD #	County	Split (if applicable)	School District Name

If you are the authorized agent for multiple school districts complete and attach the *Data Release School District Listing Template*.

## SECTION 3: Certification and Signature

**By signing this request, you certify that the above information is true and correct to the best of your knowledge and belief.**

**sign  
here** 

Signature of Superintendent or Authorized Representative

Date

**If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.**

\*May be confidential under Government Code §552.137; however, by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.

## Important Information

The list below details the standard information included in the data release for school districts for which the current School District Property Value Study preliminary findings indicated invalid local value. Data or information not included in the data release process must be requested through a separate open records request to [ptad.open.records@cpa.texas.gov](mailto:ptad.open.records@cpa.texas.gov).

Appraisal District Level Information Released for Each School District	
Clerical Error Report	CAD Local Modifier Data Sheet
CAD EPTS Aug.	CAD Local Modifier Orion Cards
CAD EPTS Feb.	CAD MH Local Modifier Data Sheet
CAD Land Schedule - Residential	CAD MH Modifier Sale Verifications
CAD Land Schedule - Rural	CAD MH Modifier CAD Cards
CAD Land Schedule Data - Residential	CAD Random Number List
CAD Land Schedule Data - Rural	CAD Septic Information
CAD Local Modifier Sale Verification	General Data - ISD Comparison
CAD Local Modifier CAD Cards	
School District and Property Category Specific	
CAD Cards - Appraisals	Commercial Land Schedule
CAD Cards - Sales	Commercial Land Sales Data
Outlier Report	Costar Sales Data and Cap Rates (excel)
Random Sales Selection	Costar/Trepp Market Reports and Income and Expense Data
PTAD Appraisal Reports	Commercial General Market Summary
Sale Verifications - Excel	CAD Income and Expense Data
Sale Verifications - PDF	Renditions
Mixed Use-Parcel Adjustment Worksheets	Miscellaneous Data, Articles, Time Adjustments, and Research Used for Appraisals
Sample Property Summary Report	