



Public Data Request Form

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	
DATE OF REQUEST:	EMAIL ADDRESS:*
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page(s) if necessary)	
<p>MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:</p> <p>INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **</p> <p>**Inspection is free, however there is a charge for copies. Cash payment must be received before copies will be provided.</p>	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, requestor contact information is necessary to mail/email the data. Also, contact information is needed if the school staff does not understand the request. School staff will not work on such a request until clarified.