

INDEPENDENT SCHOOL DISTRICT NO. 595  
**PUBLIC DATA REQUEST FORM**

**TO BE COMPLETED BY THE REQUESTOR**

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

**FOR OFFICE USE ONLY**

|                               |                              |
|-------------------------------|------------------------------|
| <b>DATE REQUEST RECEIVED:</b> | <b>REQUEST RECEIVED BY:</b>  |
| <b>DATE OF RESPONSE:</b>      | <b>RESPONSE PROVIDED BY:</b> |

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