

INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_  
**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>	

**DESCRIPTION OF THE INFORMATION REQUESTED:** (attach additional page if necessary)

**MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:**

**INSPECTION ONLY** \_\_\_\_\_ **COPIES ONLY\*\*** \_\_\_\_\_ **BOTH INSPECTION AND COPIES** \_\_\_\_\_ \*\*

\*\*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.