INDEPENDENT SCHOOL DISTRICT NO. \_\_\_

**PUBLIC DATA REQUEST FORM**

**to be completed by the requestor**

|  |  |
| --- | --- |
| **requestor name (not required):** | **phone number:\*** |
| **address:\*** | **email address:\*** |
| **date of request:** |  |
| **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**

|  |  |
| --- | --- |
| **date request received:** | **request received by:** |
| **date of response:** | **response provided by:** |

**\*** 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.