



**Public Data Request Form**

Administrative Procedure: 722.1

Date Adopted: 12/10/18

Dates Reviewed:

Section: 700

Date Revised: 7/23/23

**To Be Completed by the Requestor**

Requestor Name (Not Required)*	Phone Number
Address	Email Address
Date of Request	
Description of Information Requested (attach additional page if necessary):	

\*Requestor's name is optional. However, contact information is necessary to mail/email the data and clarify questions. Requests will not be completed until questions are clarified.

<b>Manner in which data is to be provided:</b>		
<input type="checkbox"/> Inspection only	<input type="checkbox"/> Copies **	<input type="checkbox"/> Both inspection/copies**

\*\* Please see School Board Policy 723 for the cost of copies of requested data

**FOR OFFICE USE ONLY**

Date Request Received:	Request Received By:
Date of Response	Response Provided By: