

**NORTHFIELD PUBLIC SCHOOLS ISD NO. 659
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 pages if necessary)

Manner in which responsive data is to be provided:

Inspection only _____ Copies only _____ Both inspection and copies** _____**

* 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.

**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: