

**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: