

SIBLEY EAST PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 2310

Adopted: 2010  
Revised: August 2025  
Reviewed:

Policy 722

**Public Data Request Form**

Requestor Name (Optional): \_\_\_\_\_

Address:\* \_\_\_\_\_

Phone Number: \* \_\_\_\_\_ 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 District 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.**