

INDEPENDENT SCHOOL DISTRICT NO. 256
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

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| 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. | |
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FOR OFFICE USE ONLY

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| 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.