

**Roseville Area Schools**  
**1251 County Road B-2 West**  
**Roseville, MN 55113**  
**651-635-1600**  
**Fax: 651-635-1659**

**REQUEST FOR INFORMATION**

Requests should be emailed to Human Resources  
at [hr@isd623.org](mailto:hr@isd623.org)

Date of Request: \_\_\_\_\_

\*Organization/Person Requesting Information: \_\_\_\_\_

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

\*City, State, ZIP: \_\_\_\_\_ Tele: \_\_\_\_\_

\*Purpose of Request: \_\_\_\_\_

Description of Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information Requested:

Student     Staff     Financial     School Board     Other

Mailing labels (see description section)

Paper report

Computer data file

Other

\*Signature of Individual Requesting Information: \_\_\_\_\_

A fee may be assessed for information requests and will be due prior to delivery of materials. You will be notified of the amount if there are any costs for your request. Payment (if required) should be made payable to Roseville Area Schools. Payment can be made in person or sent to the attention of Human Resources at the above address.

Approved: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Cost of request: \_\_\_\_\_

Payment received on: \_\_\_\_\_

\* Not required