



## PUBLIC DATA REQUEST FORM

Watertown-Mayer Public Schools  
 District Office  
 1001 Hwy 25 NW  
 Watertown, MN 55388

Phone: 952-955-0480  
 Fax: 952-955-0481

**Please print legibly or type. Return form to the address listed above for processing.**

<b>Name (Not Required):</b>	<b>Date:*</b>
<b>Address: *</b>	
<b>City, State &amp; Zip: *</b>	
<b>Phone Number:*</b>	
<b>Email: *</b>	

**DESCRIPTION OF THE INFORMATION REQUESTED:**

**MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:**

**INSPECTION ONLY** \_\_\_\_ **COPIES ONLY\*\*** \_\_\_\_ **INSPECTION AND COPIES\*\*** \_\_\_\_

**\*\*Inspection is free, but there are charges for copies which may include retrieval time (see Policy 722 for details on how costs are calculated). Payment must be received BEFORE copies will be provided.**

Request Receipt & Review	Request Completion	Copying & Postage Fee(s)	
_____ Request Recipient    Date	_____ Request Completed By    Date	- Materials	\$ _____
_____ Superintendent    Date	Sent Via _____	- Employee Time	\$ _____
		-Total Due	\$ _____
		-Payment Received (Date of Receipt)	_____

**\*Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school does not understand the request. We will not work on such a request until clarified.**