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.

Name (Not Required):	**Date:***
Address: *	
City, State & Zip: *	
Phone Number:*	
Email: *	
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 _____ _____ Superintendent Date	_____ _____ Request Completed By Date Sent Via _____	- Materials - 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.**