Adopted: **Orig. 1995**
Revised: October 2025

Policy #722 PUBLIC DATA AND DATA SUBJECT REQUESTS FORM
Eden Valley-Watkins District 463

PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

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.

FOR 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.