

**DATA REQUEST FORM – MEMBERS OF THE PUBLIC  
INDEPENDENT SCHOOL DISTRICT NO. 720  
SHAKOPEE, MINNESOTA**

Date of request: \_\_\_\_\_

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

Note: inspection is free but there is a charge for copies. See attached document for details of costs.

**These are the data I am requesting:**

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

**Contact Information**

Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

You do not have to provide any of the above contact information. However, if you want us to mail/email copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

**If you are requesting data about yourself or a member of your immediate family, we will respond to your request immediately, if possible, or within 10 business days. For all other kinds of data, if we are unable to provide the information at the time the request is made, we will respond as soon as reasonably possible.**