



## Independent School District No. 720 Public Data Request Form

**Policy 722:** The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

**How to Submit:**

- In-person during normal business hours or via mail at 1200 Town Square, Shakopee, MN 55379
- Via email to [communications@shakopee.k12.mn.us](mailto:communications@shakopee.k12.mn.us)

**To Be Completed by the Requestor:**

<b>REQUESTOR NAME:</b>	<b>PHONE NUMBER*:</b>
<b>ADDRESS:</b>	<b>EMAIL ADDRESS (required* if requesting information to be emailed):</b>
<b>DATE OF REQUEST*:</b>	
<b>DESCRIPTION OF THE INFORMATION REQUESTED*:</b> (attach additional page if necessary)	
<b>MANNER IN WHICH DATA IS TO BE PROVIDED*:</b> <i>Select one</i>	
<input type="checkbox"/> INSPECTION ONLY (come in to the District Office to view request during a scheduled time)	
<input type="checkbox"/> EMAIL ONLY (please specify desired format in the description)	
<input type="checkbox"/> PRINTED COPIES (a charge will apply, payment must be received before copies will be provided)	

**For ISD 720 Data Request Team Use Only**

<b>DATE REQUEST RECEIVED:</b>	<b>REQUEST RECEIVED BY:</b>
<b>DATE OF RESPONSE:</b>	<b>RESPONSE PROVIDED BY:</b>

\*Required