



# DULUTH PUBLIC SCHOOLS - DATA REQUEST FORM

Date of Request: \_\_\_\_\_

Description of requested data (please be specific, include date spans):

### Requested method to access data:

Inspection Only: \_\_\_\_\_ Copies Only:\* \_\_\_\_\_ Both Inspection and Copies:\* \_\_\_\_\_

**\* Note:** There will be a cost charged to provide copies of public data

### Contact Information (optional) \*\*

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

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

**\*\* Note:** You do not have to provide any contact information. However, if you want Duluth Public Schools to mail/email copies of data to you, some type of contact information must be provided. Duluth Public Schools would also need contact information from you if it is necessary to clarify your request. We will not work on such a request until clarified.

**Duluth Public Schools will respond to your request as soon as possible.**

Written requests for data can be returned several ways:

- Email: [data.request@isd709.org](mailto:data.request@isd709.org)
- Fax: 218-336-8773
- Mail: ISD 709 – Attn: Business Services  
709 Portia Johnson Drive  
Duluth, MN 55811
- In Person: See mail address above