



## Data Request Form - Data Subject

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**Request date:**

**Contact information:**

Data Subject Name:

Parent/Guardian Name (if applicable):

Phone number/email address:

To request data as a data subject, you must verify your identity as outlined on the **Standards For Verifying Identity** form included with this policy.

**The data I am requesting:** Describe the data you are requesting as specifically as possible.

**I am requesting access to data in the following way:**

Inspection

Copies

Both inspection and copies

Note: Inspection is free but we charge for copies as outlined in the **Data Practices Policy**

**We will respond to your request within 10 business days**

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**To Be Completed By Staff Member Responding to Data Request:**

Identity Confirmed:

Date:

Staff Name: