

# 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:

Note: To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

## 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

**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: