

**How to Request Public Data**

To request public data, make a written request. You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep. Use of this form is optional; if not used, be sure to provide all information.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

Send your request to the agency Data Practices Compliance Official, Jessica Deegan,  
[Jessica.deegan@state.mn.us](mailto:Jessica.deegan@state.mn.us)

**Request Details****Request date:****Type of data request:**

- Public Data
- Data Subject (Data About You)

**Contact information (optional for public data request)\***

Name (Data Subject Name if applicable):

Parent/Guardian Name (if applicable):

phone number/ email address/ address:

**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 when the cost is over \$10.00

**We will respond to your request as soon as reasonably possible. If this request is for your data as a data subject, we will respond within 10 business days.**