

DATA REQUEST FORM – DATA SUBJECTS

Date of the Request: _____

To request data as a data subject, you must show a valid government-issued ID, such as a Driver's License, ID card, Minnesota Tribal ID, military ID, or passport as proof of identify.

I am requesting access to data in the following way:

☐ Inspection ☐ Copies ☐ Both inspection and copies

Note: inspection is free, but reproduction costs must be prepaid before you receive the copies.

Contact Information

Data Subject Name: _____

Parent/Guardian Name (if applicable): _____

Address: _____

Phone number: _____ Email address: _____

Staff Verification

Identification Provided: _____

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form. If you need assistance with technical wording, terminology, or are unsure about the use or meanings of acronyms, please contact the RA. However, please be advised that the RA cannot give you legal advice regarding your request.

We will respond to your request within 10 business days.