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| ***Requestor’s Name:***  | ***Dept./Company/Institution:***  |
| ***Requestor’s Affiliation:***  Media Researcher Policymaker Business/Community Parent Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |
| ***Phone:***  | ***Email:***  |
| ***Date Submitted:***  |
| ***Description of Public Record/Data Being Requested. (Please use specific field names when known):*** ***Reason for the Data Request and How Data will be Used. (Please describe and be specific):***  |
| ***Reporting/Publication Details (Please select any that apply):***  This is an informal information request; the information will not result in a report or be shared with the public.  I will generate a report based on these data.  I will publish or share these data with the public.  |
| ***School Year(s) for Which Data Are Requested:***  |
| ***Special Considerations/Notes Regarding Your Data Request (Optional):***  |
| If there are costs involved in the fulfillment of your above request for data, the TSPC will provide you with a time/cost estimate prior to moving forward with the data request. |

**Please email the completed form to** **Melissa.J.Goff@tspc.oregon.gov****.**