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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**](mailto:Melissa.J.Goff@tspc.oregon.gov)**.**