

YOU CAN USE THIS LINK TO DO A DATA REQUEST ONLINE.

<https://mn.gov/admin/data-practices/data/requests/>

THEN SEE BELOW FOR SAMPLE LETTER TO SEND TO YOUR SCHOOL OR OTHER AGENCY. WE ALSO HAVE PEOPLE WHO CAN HELP YOU WITH THIS.

October 29, 2021
Superintendent .-----
----- School District

Dear Superintendent,

I am writing to you as the responsible authority of ---- Public School. This is a formal request for

access to government data under the Minnesota Government Data Practices Act, Minnesota Statutes,

Chapter 13. If there is a designated person to whom I should direct my data request, please inform me.

I seek access to inspect all data that documents:

1. Any documents, agreements or contracts with Sourcewell from 2018 to present day.

2. Any documents, agreements or contracts with Region Five Development Commission from 2018 to present day.

3. Any documents related to Seeking Educational Equity and Diversity (SEED) training & education from 2018 to present day.

4. Most recent -----School District Superintendent contract along with terms & conditions of employment relationship, official job description and gross salary.

5.. ----- education and training background, previous work experience, certifications and continuing education credits.

6. Existing documentation and status of any complaints or charges against -----.

7. Meeting minutes, records and documentation from the following School Board Meetings:

A. Wednesday, March 31, 6:00 PM Special Meeting to determine Finalists, Interview Questions,

Procedures, and Finish MSBA interview training.

B. Wednesday, April 7th, 4:00 PM Special Meeting/First Round Interviews

C. Thursday, April 8th, 3:00 PM Special Meeting/First Round Interviews

E. Monday, April 12th, 3:00 PM Special Meeting/Second Round Interviews

This includes, but is not limited to, any and all data contained in letters, emails, text messages, notes, reports, meeting minutes, etc.

I am asking to inspect the data under Minnesota Statutes, section 13.03, subdivision 3.

If you determine that you will redact or withhold any otherwise responsive data, please inform me in writing of the specific statutory basis for your denial.

If you have any questions or need clarification, please contact me. I can be reached at

Sincerely