



**BUFFALO-HANOVER-MONTROSE SCHOOLS**  
**ISD 877**  
**DATA PRACTICES ACCESS PROCEDURES**

Ref. Policy  
515

Individuals seeking access to government data from the School District may make requests to the responsible authority or designee(s) listed below for each type of data. Public data may be accessed during regular business hours, 8:00 a.m. to 4:30 p.m., when the School District is open and in session, upon reasonable notice.

Depending upon the nature and volume of the data and staffing needs, the School District may not be able to retrieve the data immediately. Individuals seeking public data are not required to provide their name or a reason for accessing public data. However, if data is not immediately available for review, the District may ask for a name and telephone number to call in order to notify you when the data is available for review. If you would prefer not to provide this information, you may instead check back with the listed responsible authority or designee as to the status of the requested.

Individuals seeking private data regarding themselves or their children may be required to provide proof of identity and relationship to the student. Individuals seeking access to private data on other individuals shall be required to provide a written release from the individual subject of the data or other authorization establishing their right to access the data, such as a court order. Depending upon the nature and volume of the data and staffing, the School District may not be able to retrieve the data immediately.

Copy charge: If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the charge shall be no more than 25 cents for each page copied.

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*Please direct any questions, comments or concerns to the appropriate official named below.*

Superintendent of Schools  
214 1<sup>st</sup> Avenue NE, Buffalo, MN 55313  
763-682-8707

Director of Finance and Operations  
214 1<sup>st</sup> Avenue NE, Buffalo, MN 55313  
763-682-8708

Responsible Authority  
Director of Human Resources  
Student Educational Records  
214 1<sup>st</sup> Avenue NE, Buffalo, MN 55313  
763-682-8713

Director of Special Services  
Special Education Records  
214 1<sup>st</sup> Avenue NE, Buffalo, MN 55313  
763-682-8721

## REQUEST FOR DATA

Request made to: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Data Requested:

- \_\_\_\_\_ Personnel
- \_\_\_\_\_ Educational
- \_\_\_\_\_ Special Education
- \_\_\_\_\_ Curriculum
- \_\_\_\_\_ Financial/Business Office
- \_\_\_\_\_ Other

Description of Data Requested:

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If you would like to be called when the data is available for inspection or copying, please provide your name, address and telephone number below. If you prefer to simply stop by or call to check when the data is available, please contact the appropriate compliance official periodically at the numbers listed on the access procedures document.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Requests for Private Data: If you are requesting private data on yourself or your child, you must identify yourself and present proof of your identity to have access to the data. In cases where you are requesting private data, please provide the following:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name of Child \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Child's Address if different from your own: \_\_\_\_\_