

**Westonka School District ISD 277
Data Request Form – Data Subjects**

Proof of identity is required when requesting data as a data subject. See Standards for Verifying Identity below.

Date of Request: _____

I am requesting access to data in the following way:

(Note: inspection is free but we charge for copies; see Attachment B.)

___ Inspection

___ Copies

___ Both inspection and copies

Contact Information

Data Subject Name: _____

Parent/Guardian Name (if applicable): _____

Address: _____

Phone No: _____ Email Address: _____

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form or attach additional page.

ISD 277 will respond to your request within 10 business days.

Please Return Completed Form To:

Emily Rustman, District Data Practices Compliance Officer
5901 Sunnyfield Road East, Minnetrista, Minnesota 55364
dpco@westonka.k12.mn.us

Westonka School District ISD 277 Standards for Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - state driver's license
 - military ID
 - passport
 - Minnesota ID
 - Minnesota tribal ID
- A minor individual must provide a valid photo ID, such as
 - state driver's license
 - military ID
 - passport
 - Minnesota ID
 - Minnesota tribal ID
 - Minnesota school ID
- The parent or guardian of a minor must provide a valid photo ID and either
 - A certified copy of the minor's birth certificate or
 - A certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or information appointment as guardian, such as
 - court order (s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person, must provide either notarized or certified copies of the documents that are required or an affidavit of ID

Attachment B

Westonka School District Copy Fees

The District usually charges one of these two types of fees for providing copies of public data:

Fee Type I. For copies of 100 or fewer pages of black and white, letter or legal size paper, the District charges a fee of 25 cents for each page copied, or 50 cents for each two-sided copy. If the District provides a copy by making a computer printout, the charge is 25 cents for each page. Color copies are 50 cents per page copied.

Fee Type II. For other copy requests, the District charges the actual costs of searching for and retrieving the data, including the cost of employee time. The fee includes the cost of making and compiling copies of the data. If the District is asked to mail the copies, the fee will include postage.

If the cost of the copies is \$10 or more, payment must be made before copies are provided.

The District charges other types of fees for providing data in a different form or arrangement, creating data and preparing summary data.