

Parent Request for Existing District Records

Audience: Minnesota parents, guardians, and residents

Use this template to request existing public records. Ask for identifiable records rather than asking the district to explain why a decision was made. Replace brackets with your information.

Template

To: [District responsible authority / records contact]

From: [Requester]

Date: [Date]

Subject: Request for existing public records

Under the Minnesota Government Data Practices Act, I request access to or copies of the following existing records concerning **[name the specific program, unit, vendor, grade, or initiative]** for the period **[date range]**:

1. Existing unit plans, pacing documents, or lesson outlines.
2. Existing vendor contracts, statements of work, purchase orders, or licensing agreements.
3. Existing professional-development agendas, presentation materials, or training handouts.
4. Existing grading rubrics, required student tasks, or assessment criteria.
5. Existing lists or inventories of recurring outside instructional resources used for the identified program or unit.

I am requesting existing records, not answers to questions and not an explanation of why the district made a decision. If any requested record is withheld or redacted, please identify the legal basis that applies. If the request is too broad to process efficiently, please contact me so I can narrow it to identifiable records.

I prefer electronic copies where available. Please provide any cost estimate before incurring copying charges above [amount].

Sincerely,

[Name]

[Email / phone]

Status: Draft framework; not adopted law. This model is intended for local review and adaptation consistent with applicable Minnesota and federal law.