



Rockford Area Schools DATA ACCESS PROCEDURES

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 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. If you prefer not to provide this information, you may check back with the listed responsible authority or designee as to the status of the request.

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. The charge shall be no more than 25 cents for each page copied, plus postage if that is involved.

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

Superintendent of Schools
Rockford Area Schools
6051 Ash Street, Rockford, MN 55373
763-477-9165

Business Manager
Financial and Business Records
6051 Ash Street, Rockford, MN 55373
763-477-9165

Special Education Coordinator or designee
Special Education Records
7650 County Road 50, Rockford MN 55373
763-477-5837

Rockford Elementary Arts Magnet School
Principal or designee

Student Educational Records
7650 County Road 50, Rockford, MN 55373
763-477-5837

Rockford Middle School Center for
Environmental Studies Principal or designee
Student Educational Records
6051 Ash Street, Rockford, MN 55373
763-477-5831

Rockford High School Principal or designee
Student Educational Records
7600 County Road 50, Rockford, MN 55373
763-477-5846



REQUEST FOR DATA

Request made to: _____

Date: _____

Type of Data Requested:

_____ Personnel _____ Educational
_____ Special Education _____ Curriculum
_____ Financial/Business Office _____ Other

Description of Data Requested:

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: _____