DATA PRACTICES REQUESTING PUBLIC INFORMATION

LAKES INTERNATIONAL LANGUAGE ACADEMY
An IB World School
District #4116

POLICY 132

The Public's Guide to Requesting Information From Lakes International Language Academy, District 4116

This document is required by Minnesota Statutes section 13.03, subdivision 2(b).

I. RIGHT TO ACCESS PUBLIC DATA

A. The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

B. The Data Practices Act also provides that Lakes International Language Academy (the "School") must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to request copies of public data. The Data Practices Act allows us to charge for copies, however, you have the right to look at data, free of charge, before deciding to request copies.

II. HOW TO MAKE A DATA REQUEST

A. To look at data or request copies of data that the School keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document on page 4. You may make your Written request for data by mail using the data request form available from the school.

B. If you choose not to use the data request form, your written request should include:

1. that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;

2. whether you would like to look at the data, get copies of the data, or both; and

3. a clear description of the data you would like to inspect or have copied.

C. The School cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

III. HOW WE RESPOND TO A DATA REQUEST

A. How We Respond to a Data Request

1. Upon receiving your written request, we will work to process it.

a) If we do not have the data, we will notify you in writing as soon as reasonably possible.

b) If we have the data, but the data are not public, we will notify you in writing as soon as reasonably possible and state which specific law says the data are not public.

c) If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:

(1) arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or

(2) to provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. Information about copy charges is on page 5. We also will arrange for you to pre-pay for the copies. We will provide electronic copies (such as email) upon request if we keep the data in electronic format.

B. If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

C. The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

D. In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

IV. REQUESTS FOR SUMMARY DATA

A. Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. The School will prepare summary data if you make your request in writing and prepay for the cost of creating the data. Upon receiving your written request – you may use the data request form that is available from the school. We will respond within 10 business days with the data or details of when the data will be ready and how much we will charge.

V. DATA PRACTICES CONTACTS

A. RESPONSIBLE AUTHORITY

Tiffany Kurpiel
Lakes International Language Academy
246 11th Ave. SE
Forest Lake, MN 55025-1823
Main Line: 651-464-0771
Fax: 651-464-4429
Email: TKurpiel@mylila.org

B. DATA PRACTICES DESIGNEE(S)

Board Chair (see www.mylila.org for current board chair name)
Lakes International Language Academy
246 11th Ave. SE
Forest Lake, MN 55025-1823
Main Line: 651-464-0771
Fax: 651-464-4429
Email: info@mylila.org

C. DATA PRACTICES COMPLIANCE OFFICIAL

Tiffany Kurpiel
Lakes International Language Academy
246 11th Ave. SE
Forest Lake, MN 55025-1823
Main Line: 651-464-0771
Fax: 651-464-4429
Email: TKurpiel@mylila.org

VI. COPY COSTS - MEMBERS OF THE PUBLIC

A. The School charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

B. The School does not charge for copies if the cost is less than $10. In the event that the cost of copies exceeds $10, you must pay for the copies before we will give them to you and the price will be calculated as follows:

1. For 100 or Fewer Paper Copies – 25 Cents Per Page

    a) 100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one -sided copy, or 50¢ for a two-sided copy.

2. Most Other Types of Copies – Actual Cost

    a) The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

    b) In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, thumb drive, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

    c) The cost of employee time to search for data, retrieve data, and make copies is $28.00 per hour. If, because of the subject matter of your request, we find it necessary for a higher paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

REVISION HISTORY

Date	Status		Date	Status		Date	Status
08/13/09	Adopted		01/15/13	Amended		01/10/17	Amended
11/14/17	Amended		07/14/20	Amended		11/10/20	Amended
09/12/23	Reviewed		02/13/24	Amended		07/09/24	Amended
09/08/26	Amended						