

# TrekNorth High School

2400 Pine Ridge NW  
Bemidji, MN 56601



Web Address: [www.treknorth.org](http://www.treknorth.org)  
Phone: (218)-444-1888  
Fax: (218)-444-1893

## INFORMATION DISCLOSURE REQUEST FOR PUBLIC, PRIVATE, CONFIDENTIAL, AND/OR NONPUBLIC OR PROTECTED NONPUBLIC DATA

I, \_\_\_\_\_ [Print name: Last, first, full middle] currently residing at:

\_\_\_\_\_ [Street address City, state, zip code]

hereby request that the following described information be released by TrekNorth Jr & Sr High School to me.

The specific information to be released is described as follows:

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\_\_\_\_\_ [Signature of requestor]

\_\_\_\_\_ [Date of request]

### THIS SECTION TO BE COMPLETED BY GOVERNMENT STAFF:

Classification(s) of data requested:

- PRIVATE
- NONPUBLIC
- CONFIDENTIAL
- PROTECTED NONPUBLIC

Requestor's identity verified by (state document used to verify identify of requestor ONLY when the information is not public): \_\_\_\_\_ OR

Other identification: \_\_\_\_\_

Request received by

Employee name: \_\_\_\_\_

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

Request:

- Approved
- Denied
- Approved in part

If denied or partial approval, state reason: \_\_\_\_\_

Copies requested and provided?

- Yes                      Number of pages: \_\_\_\_\_
- No

Cost of copies assessed: \_\_\_\_\_

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

### Non-Disclosure Agreement

*This portion of the document is to be used when a subject asks for data other than public data. If the request is for other than public data about another person, the appropriate Release of Information form is required and need to be attached.*

1. General description of the private or confidential data, which is being used to prepare summary data:

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2. Purpose for which summary data is being prepared:

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3. I, \_\_\_\_\_, representing \_\_\_\_\_ have requested the data described above and for the purposes stated and fully understand that I may be subject to the civil or criminal penalty provision of the Minnesota Data Practices Act in the event that the private or confidential data is disclosed. Minn. Stat. §13.09. Any person who willfully violates the provisions of Minnesota Statutes Chapter 13, or any rules adopted or regulation promulgated thereunder is guilty of a misdemeanor. Any willful violation of Minnesota Statutes Chapter 13 by any public employee constitutes just cause for suspension without pay or dismissal of the public employee.

Requestor of Data

Date

Responsible Authority/Designee

Date