



*New Century School Policy No. 405*

Adopted:

Revised:

405 ACCESS TO PUBLIC DATA  
PROCESS

You have the right to access our public data for free, and you can also obtain copies of this data. However, according to the Data Practices Act, there may be charges for receiving copies. You are welcome to review the data without any charges before deciding whether you want to request copies.

Government data that has been collected, generated, received, stored, or shared by New Century School (NCS) is considered public, unless specific statutes, temporary classifications, or federal laws classify it as nonpublic or protected nonpublic. In cases involving data related to individuals, it may be classified as private or confidential. If you wish to inspect this public government data, you can do so at reasonable times upon requesting access from NCS. Additionally, upon your request, NCS will provide you with an explanation of what the data means.

If you decide to request copies of the data or electronic transmission of the data to you, NCS may require you to cover the actual expenses associated with searching for and retrieving the government data. This includes costs related to employee time, as well as the creation, certification, and electronic transmission of the copies.

1. Requests for Public Data are accepted in written form and may be mailed to the Responsible Authority or sent via email to [admin@newcenturyschool.net](mailto:admin@newcenturyschool.net) [Request Form is added below].
2. The person requesting access to data needs to give the school a reasonable time frame to respond.
3. A person can request access to data for the purpose of inspection. Inspection(s) will take place by appointment only. Contact the Business office to make an appointment. Inspection does not include the printing of copies by NCS or its designee.
4. In the case of requests for copies or electronic transmission of the data, NCS mandates that the requester cover the real expenses associated with searching for and retrieving government data. This includes expenses related to employee time, as well as the creation, certification, and electronic transmission of the data or its copies.
5. If the request pertains to 100 or fewer pages of black and white, single-sided, letter, or legal-size paper copies or electronic images, the actual costs won't be applied. NCS will charge a flat fee of 25 cents for each copy or image provided. If, for any reason, NCS or its authorized representative cannot immediately provide copies or electronic images upon request, they will be supplied as promptly as possible.
6. Requests for copies or images that result in charges or fees amounting to \$10.00 or more will be subject to invoicing and must be settled before the material is delivered.



New Century School  
Public Data Request Form

Date of Request: \_\_\_\_\_

Method to Access Data:            Inspection            Copies            Both Inspection and Copies

Describe the data you are requesting. Please be specific.

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Providing contact information is not obligatory; however, if you are requesting copies of data, it is essential for us to have a means of delivering that data to you. Moreover, the absence of contact details could potentially result in a delay in processing your request. In cases where New Century School (NCS) requires further clarification regarding your request and needs to reach out to you, the absence of contact information may impede, either partially or entirely, the processing of your request until you establish contact with NCS once more.

Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Return this form to:

New Century School  
1380 Energy Ln, Suite 108  
St. Paul, MN 55108

Or, send to [admin@newcenturyschool.net](mailto:admin@newcenturyschool.net)