



Newsletter

September 2022

Model Policy 722—Public Data Requests

In recent weeks, MSBA has heard from school districts that they have received questions regarding district policies on individuals' requests for data about themselves or their child ("data subjects"). Specifically, the questions have focused upon Minnesota statutory law that is not directly quoted in Model Policy 722.

To assist school districts that may receive similar questions, MSBA and its law firm determined that the simplest approach would be to include all the legal definitions related to data and to add the Minnesota statutory language on data subjects to Policy 722. In addition, MSBA enhanced the Legal References section to clearly establish the legal basis for Policy 722.

MSBA posted an update to Model Policy 722: Public Data Requests on September 22, 2022. This update appears on the MSBA website. The new redlined version is **Policy 722 Redline 092222**.

MSBA recommends that districts adopt the updated policy. Because the update consists of Minnesota statutory provisions that each school district must follow, board adoption can occur in a single meeting under Model Policy 208.

Instructions to access the MSBA Policy Manual online

1. Please visit www.mnmsba.org.
2. Go to the Resources tab and select Policies
3. Log into the Members area (access is limited to Policy Services subscribers)
4. Click on Policy 722. A clean version (Policy 722) and a redlined version (Policy 722 Redline 092222) can be found at the bottom of the policy page, below the Legal References and Cross References.

NOTE: If you experience trouble viewing the **redlined** version, please go to the Review tab on Microsoft Word and ensure that "All Markup" is clicked in the Tracking section. If the "Simple Markup" box is checked, one cannot see the redlined changes.

If you have questions about Policy Services, how to navigate the online Policy Reference Manual, or the content of the model policies, please contact Terry Morrow at (507) 934-8126 or (800) 324-4459 or by email at tmorrow@mnmsba.org

Jaymyson Sillman (jsillman@mnmsba.org) can assist if technological issues arise related to log-in issues and for accessing model policies or revisions.