

STUDENT DATA REQUEST FORM

Family Educational Rights And Privacy Act / Minnesota Government Data Practices Act
FOR LAW ENFORCEMENT USE ONLY

DATE REQUEST: _____ TO: _____ FROM: _____
(Administrative Officer of School) (Requester's Name / Agency)

STUDENT'S NAME: _____ STUDENT'S SKYWARD # _____

_____ CHECK HERE FOR ADDITIONAL STUDENT NAMES ON BACK SIDE OF FORM

A. INFORMATION REQUEST (Pursuant to M.S. §13.32 Subd. 8(a) (mark all that apply):

____ Student's Full Name ____ Student's School Schedule ____ Parent/Guardian Addresses
____ Student's Home Address ____ Student Daily Attendance Record ____ Photographs/Video*
____ Student's Telephone Number ____ Parent/Guardian Names ____ School of attendance
____ Student's Date of Birth ____ Parent/Guardian Telephone Numbers ____ ALL Above Information

* If a video request, please complete the reverse side of the form.

B. INDICATE WHETHER YOU HAVE DATA THAT DOCUMENT THE STUDENT'S:

(Pursuant to M.S. §13.32 Subd. 8(b))*

____ Use of a Controlled Substance, Alcohol, or Tobacco Yes: ____ No: ____
____ Assaultive or Threatening Conduct as defined in M.S. §13.32 Subd. 8 Yes: ____ No: ____
____ Possession or Use of Weapons or Look-Alike Weapons Yes: ____ No: ____
____ Theft Yes: ____ No: ____

BASIS FOR REQUEST: The requested data concerns the juvenile justice system and the ability of the system to effectively serve, prior to adjudication, the above named student concerning (Must be completed if requesting information under paragraph B):

____ Juvenile Delinquency Investigation/Prosecution
____ Child Protection Assessment/Investigation
____ Investigation/Filing of CHIPS or Delinquency Petition
____ Other Ongoing Law Enforcement Investigation Involving the Juvenile Justice System

*A principal or chief administrative officer of a school who receives a request to disclose information about a student to the juvenile justice system under this paragraph B. shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information **before disclosing** the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member of the juvenile justice system of the objection.

CERTIFICATION: The undersigned certifies that the undersigned is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that the undersigned understands that by signing this request, the undersigned is subject to the penalties in Minnesota Statutes, section 13.09.

The data will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student and the request and a record of the release are maintained in the student's file.

Signature/Title of Requesting Individual

Law Enforcement Case Number

School Video

Date of Incident _____ Time of Incident _____ Ending Time of Incident _____

School _____

Camera Number or Location _____

Camera Number or Location _____

Camera Number or Location _____

Primary Subjects of Video:

Student Name

Student Skyward Number

Comments:

Bus Video

Date of Incident _____ Time of Incident _____ Ending Time of Incident _____

Bus Company _____

Bus Number _____

Primary Subjects of Video:

Student Name

Student Skyward Number

Comments: