

Your name  
Address  
City, State, Zip

Date

Addressee  
Title  
Address  
City, State Zip

Dear \_\_\_\_\_ ,

Under the MN Data Practices Act 13.01 et seq., I am requesting an opportunity to obtain digital copies of public records. Specifically, I am seeking all of the records regarding (your school district)'s pre-K through 12 sex and health education curriculum.

I am requesting all curriculum, literature books, teacher's guides, videos, handouts, graphics, activities, and online materials for the past two school years on this subject, specifically for the school years \_\_\_\_\_ and \_\_\_\_\_ (sample: 2019-2020 and 2020-2021).

I am also requesting titles and details of any surveys and/or questionnaires having been administered to pre-K through 12<sup>th</sup> grade students during these school years pertaining to personal information, such as the students' values, their attitudes, their beliefs, and their extracurricular and family activities, and all reports which resulted from those surveys and/or questionnaires.

I request a waiver from all fees, in that the disclosure of the requested information is in the public interest. The citizens and taxpayers of (your school district) need to understand how their money is being spent. They also need to be advised as to the curriculum and teaching materials being used for the children in (your school district).

I request a prompt response to this request. If you expect a significant delay in responding to or in fulfilling this request, please notify me of that delay and with information about when I might expect copies of the requested records or when I might have the opportunity to inspect them.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for responding to my request.

Sincerely,

Your Name  
Email Address