

**Administrative and Teacher Training Public Records Request**  
**School District \_\_\_\_\_**

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 for the \_\_\_\_\_ school district. Specifically, I am seeking all the records and contracts regarding the administrative and teacher training for equity & inclusion for the past two school years on this subject, specifically for the school years \_\_\_\_\_ and \_\_\_\_\_ (sample: 2019-2020 and 2020-2021).

Please disclose any materials that use the following phrases or words:

- \_\_\_\_\_ educational equity
- \_\_\_\_\_ anti-racism
- \_\_\_\_\_ critical race theory
- \_\_\_\_\_ implicit bias
- \_\_\_\_\_ systemic racism
- \_\_\_\_\_ social justice
- \_\_\_\_\_ culturally responsive teaching
- \_\_\_\_\_ oppression
- \_\_\_\_\_ white privilege
- \_\_\_\_\_ school policies addressing any of the above

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 the \_\_\_\_\_ school district need to understand how their money is being spent.

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 considering my request.

Sincerely,

Your Name \_\_\_\_\_

Email Address \_\_\_\_\_