

~~1016~~ — INFORMATION REQUESTS

- ~~1. All requests for information must be approved by a director or the Superintendent.~~
- ~~2. Under no circumstances shall original information be taken from an office.~~
- ~~3. Public information can be released according to Federal and State Statute. Hard copies are to be billed at materials and labor costs.~~
- ~~4. School Board requests can be made through the Superintendent.~~
- ~~5. Requests for information will only be processed during business hours.~~
- ~~6. The School district has designated the Superintendent of Schools, as the authority responsible for data practices compliance.~~

~~Questions may be directed to the Superintendent by calling (218) 336-8752, or writing to the address listed below. Specific requests relating to information on Special Education students can be obtained by providing a written request to the Director of Special Services at the address listed below. Specific requests relating to enrollments can be obtained by calling the Business Services Liaison/MARSS Coordinator, at (218) 336-8705, or writing to the address listed below.~~

~~ISD 709 — Duluth Public Schools
215 N. First Avenue East
Duluth, MN 55802~~

~~Adopted: 06-17-1993 ISD 709~~

~~Revised: 06-20-1995~~

~~_____ 06-19-2001~~

~~_____ 09-18-2001~~

~~_____ 11-20-2001~~

~~_____ 08-19-2003~~

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