



17267 Yale Street NW
Elk River, MN
763-595-1213
admin@threeriversmontessori.org

901 Public Data Access Policy

Number: 901

Date Created: 11/08/2022

Adopted: 11/21/2022

Reviewed: 09/17/2024

Updated: 05/20/2025

Overview

In compliance with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, Three Rivers Montessori is committed to providing access to public data while protecting non-public information as required by law. This policy outlines how members of the public can access data maintained by the district.

Accessing Public Data

Anyone may request access to public data. You are not required to identify yourself or explain why you are requesting the data.

How to Make a Request:

You may request data by:

Mail or In-Person:

Three Rivers Montessori School
17267 Yale Street NW
Elk River, MN 55330
763-595-1213

Please include:

A clear description of the data you are requesting
Whether you would like to inspect the data or receive copies
(Optional) Your contact information for follow-up or cost estimates

Response Time

We will respond to your request as soon as reasonably possible, typically within 10 business days. If the data is not immediately available, we will notify you and keep you informed of the progress.

Cost of Copies

- Inspecting data: Free
- Receiving copies: Fees may apply to cover actual costs for copies, staff time, and delivery (as permitted by law). You will receive a cost estimate before any charges are incurred.

Types of Data

- Public Data: Available to anyone upon request.

- Not Public Data: Some data (e.g., student records, personnel files) is classified as private, confidential, or non-public under state or federal law and may not be accessible.

Responsible Authority & Data Practices Contact

- Responsible Authority: Executive Director
- Data Practices Compliance Official (DPCO): Executive Director
- Phone: 763-595-1213

Filing a Concern

If you believe your rights under the Data Practices Act have been violated, you may contact the Data Practices Compliance Official (DPCO) to file a complaint.

Policy Availability

This policy is available:

- On our district website <https://threeriversmontessori.org/about-us>
- At the Three Rivers Montessori School Office
- In alternative formats upon request