

**TO OBTAIN SPECIFIC STUDENT DATA (PUBLIC INFORMATION)
FROM SOUTH CENTRAL COLLEGE**

A. Put your Request in Writing: (attach request to this form and return to SCC)

Your request should be as specific as possible, describing the information you want as clearly as you can. We may need some time to locate the information you are requesting; clearly stating your request will help us to respond more efficiently. Please state that you are making a request under the Minnesota Government Data Practices Act.

1. *What data are you requesting?* Directory information including **name, address, phone number, email address, program major, dates of attendance, honors, student activity participation, and student's photograph or digital image, and student status (enrolled, graduated, withdrew, part-time, full-time) may be released.** Notice to Credit Card Issuers: Effective July 1, 2007, Minnesota Statutes S 135A.145 prohibit colleges and universities and any affiliated organization from providing a "card issuer" with the names, addresses, phone numbers or other contact information about its undergraduate students without the student's consent. Ascertaining the identity of the inquirer is an exception to the general rule that student "directory data" must be provided upon request and without asking the purpose for the requested data. See Min. Stat. S 13.05, 12.
2. *Format:* Unless otherwise specified, the data will be provided in electronic Excel Spreadsheet format. PLEASE INCLUDE EMAIL ADDRESS.

B. Cost: \$50 Payment must be received in full before data is released. Invoice will be provided upon request.

C. **Written Verification*** that data is not requested by a "credit card issuer" as defined in 15 U.S.C S1602. (Signature of this form serves as verification.)

D. Send your request with payment to:

Deann Schloesser, Interim
Registrar
South Central College
1920 Lee Boulevard
North Mankato, MN 56003
deann.schloesser@southcentral.edu

*Signature/Verification of Requestor

Date

Email address (where data is to be sent)