



Record Correction Request

HOMS Maltreatment Report / Policy 414 Routing Record

Date submitted	June 4, 2026
Correction determination deadline	July 4, 2026
Deadline basis	MGDPA correction determination deadline: 30 calendar days
Sender	[REDACTED]
Recipient	Responsible Authority / Data Practices Compliance Official, Prior Lake-Savage Area Schools
Scope	HOMS Maltreatment Report / Policy 414 Routing Record

This cover page is an index aid. The formal request body follows on the next page and controls the specific scope, authorities invoked, and requested action.

Dear Responsible Authority / Data Practices Compliance Official:

This is a formal written challenge to the accuracy and completeness of maintained data under Minnesota Statutes section 13.04, subdivision 4. To the extent the challenged records are education records directly related to my minor child and maintained by the District or a party acting for the District, this is also a FERPA request to amend inaccurate, misleading, or privacy-violating education records under 34 C.F.R. section 99.20.

I am [REDACTED] parent of the minor student/data subject. I request correction, amendment, or supplementation of maintained District records concerning the District's `2024 HOMS Maltreatment Report Complaint - Summary Report`, the District's March 13, 2025 "all responsive data" finality statement, and related records representing that PLSAS followed applicable policies while resolving my complaint concerning failure of mandated reporters to comply with the [Reporting of Maltreatment of Minors Act](#).

Challenged Records

This request challenges the accuracy and completeness of the following maintained records and any District record that repeats, relies on, or republishes the same representations:

1. Michael Thomas' January 8, 2025 response, including the acknowledgement of my request for investigation into "the failure of mandated reporters to comply with their obligations under the [Reporting of Maltreatment of Minors Act](#)."
2. Michael Thomas' January 24, 2025 response, including the statements that the requests were made under Policy 103, that the District reviewed the complaints under Policy 103, that the investigations were completed, that the "results" were enclosed, and that the District complied with relevant policies.
3. The `2024 HOMS Maltreatment Report Complaint - Summary Report`, produced with Michael Thomas' January 24, 2025 response.
4. Emily Herman's March 13, 2025 response to my February 28 and March 3, 2025 emails, including the statement that all responsive data had been provided.
5. Emily Herman's May 9, 2025 April/May response, including the statement that Title IX equal access applies during an investigation and before completion of the investigation report, that the complaint was dismissed, and that I had nonetheless received the complete investigative file with no new data added.

Basis For Correction

The maintained record sequence is materially incomplete, misleading, and internally inconsistent unless corrected or supplemented.

On January 8, 2025, Dr. Thomas acknowledged a request for investigation into failure of mandated reporters under the [Reporting of Maltreatment of Minors Act](#). The same response identified Jaclyn Lissick as the teacher involved, stated one complaint had been raised against her, stated the District had completed an investigation, and stated no final-disciplinary-disposition data existed.

On January 24, 2025, Dr. Thomas characterized my requests as made under Policy 103, stated the District reviewed the complaints consistent with Policy 103, stated the investigations were completed, and enclosed the "results." The enclosed HOMS Maltreatment Report itself shows that the District reviewed Policy 414. Policy 103 states that if a specific complaint procedure is provided within another District policy, the specific procedure shall

be followed. Policy 414 is the District's more specific mandated-reporting policy.

The District's own produced training materials make the inconsistency sharper. The public policy/training response that Emily Herman identified on March 13 as the one remaining new records request later produced mandatory-reporting training content stating that when a report involves alleged abuse or neglect in a school setting while the child is a student, a report must also be made to the Minnesota Department of Education by telephone or fax. The same training production includes Minnesota failure-to-report penalty language for school employees.

The District cannot accurately maintain all of the following without either producing a missing responsive record or correcting the maintained record:

1. The District followed all relevant policies.
2. The HOMS Maltreatment Report investigation reviewed Policy 414.
3. Policy 103 yields when another District policy supplies a more specific procedure.
4. District-produced training materials identify MDE routing for school-based maltreatment allegations.
5. The District received and responded to a request for all records relating to the chair assault, the decision not to discipline/retrain/correct the teacher, staff communications, decision-making records, meeting notes, and staff-responsibility records.
6. All responsive data was already provided.
7. No record has been produced or identified showing MDE/outside-agency routing, MDE consultation/intake, written Policy 414 follow-up, a maintained no-report/no-referral determination, staff corrective-action/no-action rationale, or any other record showing how the District satisfied the Policy 414 / Chapter 260E obligations implicated by the HOMS Maltreatment Report investigation.

March 3 / March 13 Finality Strike

On March 3, 2025, I expressly asserted that all records relating to the chair assault and all records relating to the District's **decision not to discipline** the teacher who failed to notice or intervene were key records within the active Title IX investigation and must be disclosed. I requested, among other things, investigative reports, witness statements, disciplinary actions, staff communications, teacher-response records, decision-making records, meeting notes, staff-responsibility training/policy records, and records affecting the investigation timeline and scope.

On March 4, 2025, Emily Herman confirmed that the District received that March 3 request and stated that the District anticipated a response by the end of the day on March 13, 2025.

On March 13, 2025, Emily Herman responded to the March 3 email, denied the unredacted-file request on the ground that all responsive data had been provided, and stated that all responsive data for the other requests outlined in the three emails had already been provided, except for the one newly identified public records request for records, policies, or training materials addressing staff responsibilities when witnessing acts of violence or harassment.

That March 13 finality statement is inaccurate or incomplete if PLSAS maintained any responsive Policy 414 / Chapter 260E routing record, MDE report/consultation/intake record, no-report/no-referral record, decisionmaker

record, staff corrective-action/no-action record, or other record showing how the District handled the mandated-reporting-failure investigation under the more specific Policy 414 lane.

If no such records exist, then the March 13 finality statement, the January 24 policy-compliance/results-enclosed statements, and the HOMS Maltreatment Report should be amended so they do not imply that ordinary Policy 414 / MDE routing controls were followed.

May 6 / May 9 Equal-Access Conflict

After the District dismissed the Title IX complaint, I submitted a May 6, 2025 formal data request explaining that dismissal did not end my access rights and requesting complete investigative records, all evidence gathered or generated during the investigation whether relied on or not, all communications concerning the complaint or investigation, and records I had previously asserted were key facts.

On May 9, 2025, Emily Herman responded that the 2020 Title IX regulations require the investigator to provide equal access to evidence during an investigation and before completion of the investigation report, stated the complaint was dismissed, and stated that I had nonetheless received a complete copy of the District's investigative file with redactions and that no new data had been added.

That response compounds the March 13 finality problem. The District's position appears to treat dismissal, prior redacted production, and a claimed complete investigative file as satisfying access to the key Title IX evidence universe. But the maintained record still does not identify or produce any Policy 414 / MDE routing, no-report/no-referral, staff corrective-action/no-action, or decisionmaker record for the HOMS Maltreatment Report investigation.

Requested Correction Or Supplement

Please correct, amend, or supplement the challenged records by doing one of the following:

1. Produce or identify the maintained record(s) showing the District followed the Policy 414 / Chapter 260E obligations necessitated by the HOMS Maltreatment Report investigation, including any MDE/outside-agency report, MDE consultation/intake, written follow-up, routing record, no-report/no-referral determination, decisionmaker record, staff corrective-action/no-action rationale, or record showing why Policy 414 did not require MDE routing; or
2. Amend the March 13 "all responsive data has been provided" statement, the January 24 policy-compliance/results-enclosed statements, and/or the HOMS Maltreatment Report to state that all responsive data has been provided and that the single `2024 HOMS Maltreatment Report Complaint - Summary Report` is the only maintained record available about the District's maltreatment-reporting-failure investigation, which did not include MDE reporting, MDE consultation/intake, or any maintained Policy 414 routing/no-report record, including the MDE routing for school-employee maltreatment allegations reflected in the public policy/training response that the March 13 email itself identified as the one remaining new records request.

This request does not ask the District to create a new explanation after the fact. It asks the District to produce or identify the maintained record showing Policy 414 compliance, or to correct/supplement the maintained records so they accurately state the District's represented record universe.

Prior Recipients To Notify

If the District corrects or supplements the challenged records, please attempt to notify prior recipients of the corrected or supplemented data as required by Minnesota Statutes section 13.04, subdivision 4. This includes any District official, employee, board member, legal counsel, outside counsel, insurer, consultant, agency, or third party who received, reviewed, relied on, or was given the HOMS Maltreatment Report, the January 24 response, the March 13 response, or any unredacted/source version of those records.

Required Determination And Preservation

Under Minnesota Statutes section 13.04, subdivision 4, please correct the incomplete or inaccurate data and attempt to notify past recipients, or provide a written determination that the data are accurate and complete, within 30 calendar days of receipt. If you determine the challenged data are accurate and complete, please provide the required appeal-right notice under Minnesota law.

For FERPA-covered education records, if you decline to amend the records as requested, please inform me of the decision and my right to a hearing under 34 C.F.R. section 99.21.

While this challenge is pending, please preserve the disputed data and do not disclose the disputed data unless my statement of disagreement accompanies the disclosure.

Sincerely,

A redacted signature consisting of two solid red rectangular boxes.

Redaction Index - HOMS Maltreatment Report / Policy 414 Correction Request

This index identifies family-identifying private data and private allegation-category data redacted from the shareable copy. Red boxes mark the specific text removed; all other source text is preserved as-is. Yellow highlights and green boxes are callouts only, not redactions.

Basis: Minn. Stat. section 13.32, subd. 3; Minn. Stat. section 13.02, subd. 12 (private educational/private personal data).

Line	Page	Count	Information Redacted	Classification / Basis
10	1	2	Family surname; Parent first name	Private identifying data withheld under Minn. Stat. section 13.32, subd. 3; Minn. Stat. section 13.02, subd. 12.
12	1	1	Personal email address	Private identifying data withheld under Minn. Stat. section 13.32, subd. 3; Minn. Stat. section 13.02, subd. 12.
26	2	2	Family surname; Parent first name	Private identifying data withheld under Minn. Stat. section 13.32, subd. 3; Minn. Stat. section 13.02, subd. 12.
150	5	2	Family surname; Parent first name	Private identifying data withheld under Minn. Stat. section 13.32, subd. 3; Minn. Stat. section 13.02, subd. 12.