



IMPROPER DISCLOSURE OF DATA OR BREACH INCIDENT FORM

Parents/guardians, eligible students (students who are at least 18 years of age or attending a postsecondary institution at any age), principals, teachers, and employees of an educational agency may file a complaint about a possible breach or improper disclosure of student data and/or protected teacher or principal data.

YOUR CONTACT INFORMATION

First Name:

Last Name:

Phone Number:

Email:

Role/Relationship to Complainant:

District/Building Affiliation:

Date Reported:

POSSIBLE IMPROPER DISCLOSURE OR BREACH INFORMATION

Description of Event(s):

Description of Possible Disclosed Data or Breach:

Description of How Reporter Learned of Possible Disclosure or Breach:

FOR DISTRICT USE ONLY

Date Received:

Staff Member Responsible for Investigation:

Findings Communication Date:

Signature to Confirm Investigation Complete: