



UNAUTHORIZED DISCLOSURE COMPLAINT FORM

Parents, 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.

First Name: _____

Last Name: _____

Phone Number: _____

Email: _____

Role/Relationship to Student: _____

Description of Event(s):

Description of Possible Disclosed Data:

Description of How Reporter Learned of Possible Disclosure:

FOR OFFICE USE ONLY

Date Received: _____ Staff Member Responsible for Investigation: _____

Findings: _____ Communication: _____

Date: _____ Signature to Confirm Investigation Complete: _____