

UNAUTHORIZED DISCLOSURE COMPLAINT PROCEDURES



Educational agencies must **establish and communicate** to parents, eligible students, principals, teachers, and other staff of an educational agency **procedures to file complaints about breaches or unauthorized releases of student data and/or protected teacher or principal data.** To learn more about this requirement, agencies can review Part 121.4 of the Regulations.

COMPLAINTS SUBMISSION PROCEDURE



DISTRICT INVESTIGATION AND NOTIFICATION PROCEDURE



DISTRICT MAINTENANCE OF RELATED RECORDS



Procedures to support submission of complaints of breach and unauthorized release of PII

Procedures to support the investigation of complaints and the communication of findings within 60 calendar days

Procedures to support record retention of all complaints and their disposition

MODEL COMPLAINT LOG

COMPLAINANT NAME	DATE COMPLAINT SUBMITTED
DESCRIPTION OF THE COMPLAINT	
FINDINGS	
DATE THE FINDING REPORT WAS SHARED WITH COMPLAINANT	