

Administrative Memo

Date: September 13, 2019
To: School Administrators
From: Sarah Madden, coordinator, legal services, Commissioner's Office
Subject: COM-19-001 – Local Education Agency Data Breach Reporting Form

[Section 162.1475, RSMo](#), which the legislature enacted in 2018, requires local education agencies (LEAs) to send notice to the parents of affected students, to the Department of Elementary and Secondary Education (DESE) and to the Missouri State Auditor in the event of a student information data breach. DESE has developed a form and dedicated email address so that districts may quickly and easily report data breaches to us. The form also reminds LEAs of other legal obligations that may arise when data breaches occur.

The Local Education Agency Data Breach Reporting Form may be found here:
https://dese.mo.gov/sites/default/files/dac_forms/MO5003218.pdf.

If you have questions about the form, please contact Governmental Affairs at 573-751-3527 or email databreachreporting@dese.mo.gov.