



LOCAL EDUCATION AGENCY DATA BREACH REPORTING FORM

BACKGROUND AND INSTRUCTIONS

[Section 162.1475, RSMo](#), requires school Missouri districts to send notification to the Department of Elementary and Secondary Education (DESE) in the event of a breach of student data that are maintained electronically.

EMAIL completed form to databreachreporting@dese.mo.gov

FAX completed form to 573-522-4881

QUESTIONS: Contact Governmental Affairs at 573-751-3527 or databreachreporting@dese.mo.gov

BUSINESS HOURS: Monday - Friday 8:00 a.m. – 4:30 p.m.

Section 162.1475, RSMo, also requires that the district:

- report the breach to the [Missouri State Auditor](#); and
- send written notification to the parent or legal guardian of affected students.

[Section 407.1500, RSMo](#), outlines additional procedures for notification in the event of a data breach.

If the district's data breach has affected more than 1,000 students, Section 407.1500(8), RSMo, requires the district to notify the [Missouri Attorney General's Office](#) at Office of the Attorney General, P.O. Box 899, Jefferson City, MO 65102.

LOCAL EDUCATION AGENCY (LEA) INFORMATION

LEA NAME	COUNTY/DISTRICT CODE NUMBER
CONTACT NAME	CONTACT PHONE NUMBER

DATA BREACH INFORMATION

DATE OF BREACH	HOW MANY STUDENTS WERE AFFECTED?
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WHAT SPAN OF TIME DOES THE DISCLOSURE COVER?

DESCRIBE THE INFORMATION DISCLOSED. Examples include:

- Directory information (name, address, phone number, grade level, photo, etc.)
- Education records (records that are directly related to the student that are maintained by the LEA, including health information)
- State Information (MOSIS ID, etc.)

HOW WAS THE BREACH DISCOVERED?

WHAT STEPS HAS THE DISTRICT TAKEN SINCE DISCOVERING THE BREACH?

SIGNATURE

SIGNATURE	TITLE	DATE
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.