



LOCAL EDUCATION AGENCY DATA BREACH REPORTING FORM

BACKGROUND AND INSTRUCTIONS

[Section 162.1475, RSMo](#), requires Missouri school 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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