



Charter School for Applied Technologies

[www.csat-k12.org](http://www.csat-k12.org)

## **PII Disclosure Reporting Form**

**Reporter Information:** Please provide accurate contact information as we will use this as a sole source for providing any information and findings.

First  
Name: \_\_\_\_\_

Last  
Name: \_\_\_\_\_

Phone  
Number: \_\_\_\_\_

Email  
Address: \_\_\_\_\_

Role/Relationship of the individual making the report (**Circle one**): Parent/Guardian, Eligible Student, Teacher, Principal, Superintendent, Employee,

Other: \_\_\_\_\_

**Disclosure Information:** Provide information below on the Personally Identifiable Information (PII) that is being reported as an unauthorized improper release and disclosure . Please be as detailed as possible in order for us to provide expeditious and proper findings.

Date you became aware of the possible disclosure: \_\_\_\_\_

Student/Individual's Name: \_\_\_\_\_

School Building they are assigned to (**Circle One**): Elementary, Middle, High School, FSC

Please describe the specific name of the type of Personally Identifiable Information (PII) that was disclosed. ie; Social security number, student ID and name etc:-

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In detail, please describe how the specific Personally Identifiable Information (PII), as described, was disclosed and where it was discovered:

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Please provide any additional details you find necessary, including any other contact information of individuals that could contribute to the findings of this claim of unauthorized improper disclosure of PII.

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**Certification:** By signing and dating below, I certify that the information I have provided is true to the best of my knowledge.

Print

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_