



**COOPERATIVE
EDUCATIONAL
SERVICES**

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Dear Parents and Guardians:

We want to make sure you are aware of the ways in which we are protecting data collected about your child and how it is used to enhance his or her learning experience. Please know that we are committed to protecting your child's education records. C.E.S. has developed comprehensive policies to comply with federal and state student privacy laws and regulations and is subject to strict penalties if student information is misused or compromised.

Our schools collect data including scores on tests and assignments, report card grades, student attendance, demographics, information on special needs, graduation and remediation rates, and disciplinary actions. This data is used to determine eligibility for services, help teachers and school leaders understand what is or is not helping students succeed, and to personalize instruction to improve student achievement. While schools and school districts have always collected student data, the creation, storage and analysis of this information has increasingly moved to digital formats online.

As a result, we have a strict student data policy that details the procedures and security mechanisms in place to protect student data. This policy also outlines restrictions on authorized users who are permitted to access student data. Access to personally identifiable data about your child is limited to those with a legitimate educational interest in their data, meaning that individuals within the district only have access to the data they need in order to do their job.

A copy of our student data privacy policy can be found on the C.E.S. website at www.ces.k12.ct.us/privacy. This data will never be sold or shared for marketing or commercial purposes, and will only be used to improve how our students learn and succeed.

If you have any questions or concerns, you may contact Peggy Sullivan at sullivan@ces.k12.ct.us or 203-365-8827.

Thank you and we look forward to a successful school year.

Best regards,

Charles Dumais, Ed.D.
Executive Director