



Olga Hugelmeyer
Superintendent of Schools

March 13, 2019

Dear Parents and Guardians:

Elizabeth Public Schools takes the protection and proper use of your information very seriously. In the event of an unintended, inappropriate, or malicious dissemination of personal information from a member of our learning community, we believe it is imperative that we alert you to the incident that transpired and the actions we have taken to remedy it to best of our capability.

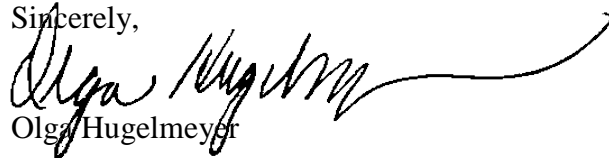
An email with an attachment consisting of progress reports of Alexander Hamilton Preparatory Academy high school students was inadvertently sent from a member of our learning community to a large population of Hamilton Preparatory Academy high school students and parents. The progress reports are identical to the ones sent home in the mail to students, including the student's name, grade, student ID and quarterly class grades, as well as a parent/guardian's name and mailing address.

We have determined that 474 individual messages containing the attachment were sent out and reached students' email accounts. All emails sent to parents were determined to have been blocked by the district's email filtering system and never reached their intended recipients. After an attempt to recall the message, it was further determined that 120 of the emails sent to students were identified as "read," which indicates the message was opened. Among the 120 recipients that opened the email, three of them forwarded the email to an external email address.

While our technology department has worked diligently to remove all traces of the aforementioned email from any email accounts within the Elizabeth Public Schools email system, including those of students, teachers, or administrators that came in contact with it, we continue to investigate this unfortunate incident both to determine how this particular incident has occurred as well as to review our protocols and revise them as necessary to ensure to the best of our ability that such an incident is prevented from occurring in the future.

On behalf of Elizabeth Public Schools, we deeply regret that this incident has taken place and apologize for any inconvenience it might have caused. We remain highly dedicated to providing you with excellent services and a high quality education for all our students.

Sincerely,



Olga Hugelmeyer

Office of the Superintendent of Schools