



Sample Email Communication to Providers

Districts may use the sample email below to encourage provider compliance with Connecticut's data privacy law. Simply customize the elements highlighted in **RED**. For more information about the law and compliance, visit portal.ct.gov/das/ctedtech/commission-for-educational-technology/initiatives/student-data-privacy.

Dear **[PROVIDER NAME]**,

Connecticut law requires written contracts between educational software providers and school districts that comply with the data privacy requirements outlined in [Connecticut General Statutes §§ 10-234aa-dd](#). The law does not require separate contracts with each local education agency (district); it only requires that your terms comply with Connecticut law. You may refer to [Section bb](#) of the statute or [this sample addendum](#) for details.

Connecticut acknowledges that the above addendum terms meet compliance with our state law. To do so, you may review the language in [Connecticut's Student Data Privacy Pledge](#). If you agree to these terms, you can digitally sign the pledge by following the steps in this video: youtu.be/ny6m3hMu0SU.

Teachers in **[YOUR DISTRICT]** would like to start using **[PROVIDER PRODUCT(S)]** today, so I encourage you to sign the Pledge. To learn more and take the next steps, please see the tutorial above as well as the in-depth resources available from the Connecticut Commission for Educational Technology:

portal.ct.gov/das/ctedtech/commission-for-educational-technology/initiatives/student-data-privacy

If you have questions about the process, email doug.casey@ct.gov.

Regards,

[YOUR NAME]