



March 7, 2007

Dear LTISD Parent:

I am writing parents of a group of former and current Lake Travis High School (“LTHS”) students to share with you that the Lake Travis Independent School District (“District”) has discovered that it has made an unintentional, yet very significant, mistake regarding the release of some *directory* information of LTHS students. As you may recall, at the beginning of the 2006-2007 school year, the District asked parents to designate on a District form whether or not their student’s directory information could be released in response to requests from outside the District. “Directory information” includes information such as a student’s name, parents’ names, address, telephone listing, date of birth, grade level, campus participation in officially recognized activities and sports, and the weight and height of members of athletic teams. **This does not include social security numbers and/or driver license numbers.** You are being notified because the District’s records show that you designated that you wanted your student’s directory information to be withheld from disclosure to outside requestors and/or to military recruiters specifically.

On Monday, March 5, 2007, the District began investigating information that it received over the weekend that a LTHS directory list of students, which contained information that some parents had designated as private, was posted on a website, along with all of the directory information of our K-12 students that had not been designated as private.

The District has verified that the Public Information Office, in response to nine separate Public Information Act requests, inadvertently provided an electronic file containing the entire master list of LTHS students’ directory information to the outside requestors over a period of approximately five months. The nine requestors consist of mostly military recruiters and commercial vendors. The directory listing of LTISD *elementary* school and *middle* school students which was also requested and disclosed was the correct list and did not contain information designated as private.

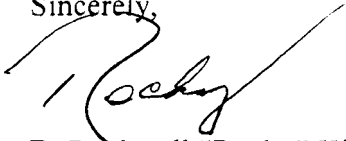
The District has determined that the directory information of this group of former and current LTHS students was released in error. The information contained in the list of LTHS students that was disclosed contains the student’s name, parents’ names, school, grade level, listed home phone number (in some instances), home address, and whether or not the student’s parents had indicated that they did not want their child’s directory information disclosed to outside requestors.

In providing this information to you, it is extremely important that I communicate the following:

- It is the District's responsibility to maintain the privacy and/or confidentiality of student information. In the nine instances referenced above, this simply did not happen. You deserve an apology, and I want you to know I am sincerely sorry that this has occurred. You have my promise and commitment that I will address the internal control deficiencies that allowed this to occur—and will do so immediately.
- The District has communicated with each of the requestors who have previously received the LTHS student directory that contained information designated as private, and has requested that they destroy the directory. Each of the requestors has indicated that he/she will destroy the directory that contains information designated as private. In addition, the individual who maintains the website on which the LTHS student directory is posted has agreed to remove the LTHS student directory that contains information designated as private. Some of the requestors have requested the appropriate directory, and the District will provide it to them.

We are here to answer any questions you may have. If you have questions, please contact Dr. Diane Frost, Assistant Superintendent for Administrative Services, at 533-6019.

Sincerely,

A handwritten signature in black ink, appearing to read "Rocky", written over a large, stylized cursive flourish that loops around the name.

D. Rockwell "Rocky" Kirk, Ed.D.