

Please print, fill out, sign and return this letter by mail to the address below.

Teacher's Request for Information
Scholastic Inc.
557 Broadway
New York, NY 10012

Dear Scholastic:

My name is _____ [*your full name*]. I am writing to find out whether you have collected online from my student and are currently holding his/her name and e-mail address or any other personally identifiable information in association with a contest, sweepstakes or other program or activity on Scholastic.com or another Scholastic website as indicated below.

In order for you to do a comprehensive check of your records, I understand that I need to provide you with the following information:

My student's name is _____ [*child's first name and last name*].

My student's e-mail address is _____ [*child's e-mail address*].

My student's individual user name is _____ [*child's username*].

The Scholastic website is _____ [*fill in URL or web address*].

The program or activity is _____ [*fill in name of activity*].

[*Check boxes that are applicable:*]

Please tell me whether you have collected online from student and are currently holding his/her name and e-mail address or any other personally identifiable information (such as but not limited to school name and location) in association with the above program or activity on the above website. If you have collected personally identifiable information from this student, I would like to review this information.

If you have collected online from my student and are holding his/her name and e-mail address or any other personally identifiable information (such as but not limited to school name and location) in association with the above program or activity on the above website, please remove it from your records and do not allow such student to participate in such contest, sweepstakes or other online activity in which such student has enrolled.

I refuse to permit further collection or use of my student's personally identifiable information in connection with such program or activity on the specified website.

Please use the box below to provide any additional details that may help us process your request:

Please respond to this letter at the following address:

[your mailing address]

By my signature, I affirm that I am a teacher of the child with the name and e-mail address that I have provided in this letter. I understand that from the information I have provided in this letter, you have no way of knowing whether this child is participating in a contest, sweepstakes or other activity using **another** name and e-mail address, or whether this child is participating in online classroom activities using a class-wide username and password. I also understand that if you have separately received consent from the student's parent for the student to participate in a program or activity, that you may limit your compliance with the requests in this letter to those programs or activities to which I have given consent, unless and until you are directed otherwise by the parent.

Sincerely,

[your signature]