[Date]

[To your school's principal and/or your child's teacher]:

 It has come to my attention that my child is participating in one or more online programs at school which is/are collecting [his or her] personal information. While I understand that my

child’s teacher, school and/or district has authority under the Children’s Online Privacy

Protection Act to create an online account on his or her behalf with a third party or service  provider, or instruct my child to create his or her own account, it is also my understanding that the service provider must provide me, as a parent, upon request: 1.

A description of the types of personal information collected on my child; 2.

The opportunity to review my child’s personal information and have the information deleted;

 3.

The right to opt my child out of any further use of the program.

Since my child or one of the school’s employees created an online account for my child at

school, I require the school and/or district help me exercise my parental rights under COPPA and immediately notify each vendor or service provider listed below that I demand to [choose one or more: 1. access a description of the types of personal information collected on my child; 2. review and/or delete all the personal information collected on my child; and/or 3. refuse my

child’s further participation] in the following online program(s):

  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If my request is refused, I am prepared to file a complaint with Federal Trade Commission.

Thank you for your assistance,

Name, relation to child, child’s name and grade

 Your Address, Phone, Email