



# LINCOLN

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## PREPARATORY SCHOOL

### **Filing a Complaint Related to Unauthorized Transfer of Personally Identifiable Student Information**

(Follow the steps below to file a grievance regarding PII)

1. Contact the school at 318-242-8788 with concerns.
2. If no resolution is reached with 72 hours, contact the [Executive Director](#).
3. If still no resolution, notify the Lincoln Preparatory School [Board of Directors](#). Include all details of the claim, the attempts made to resolve the claim, and what resolution is sought.