



Parent/Guardian of:

<<First\_Name>> <<Middle\_Name>> <<Last\_Name>> <<Suffix>>  
<<Address 1>>  
<<Address 2>>  
<<City>>, <<State>> <<Postal\_Code>>  
<<Country>>

[date]

Dear Parent/Guardian of <<First\_Name>> <<Middle\_Name>> <<Last\_Name>> <<Suffix>>:

We are writing to inform you of a cyber security event experienced by Solterra Academy (“Solterra”) that may have involved your dependent/minor’s information described below. While we have no evidence of attempted or actual misuse of any information as a result of this incident, we are providing you with information about the incident, our response, and steps you can take to help protect your dependent/minor’s information, should you feel it appropriate to do so. The information believed to be at risk includes your dependent/minor’s first and last name, together with his/her SASID Number.

Upon discovery, we immediately engaged third-party forensic specialists to investigate this matter and are notifying those potentially impacted. We have also provided additional information about steps you can take to help protect your dependent/minor against fraud and identity theft.

We encourage you to remain vigilant in regularly reviewing and monitoring any of your dependent/minor’s account statements to guard against any unauthorized transactions or activity. If you discover any suspicious or unusual activity on any of your dependent/minor’s accounts, please promptly change their password, take additional steps to protect their account and notify their financial institution or company if applicable. Additionally, please report any suspicious incidents to local law enforcement and/or the Massachusetts Attorney General.

Should you have additional questions or concerns regarding this matter, please do not hesitate to contact me at 860-612-2366. You may also write to us at 300 John Downey Dr, New Britain, CT 06051.

We take the privacy and security of the information in our care seriously, and sincerely regret any worry or inconvenience this incident may cause you and your family.

Sincerely,

A handwritten signature in black ink that reads 'Gwen Killheffer'. The signature is fluid and cursive, with the first name 'Gwen' and last name 'Killheffer' clearly distinguishable.

Gwen Killheffer, Ed.D.  
Executive Director of Education

## STEPS YOU CAN TAKE TO HELP PROTECT YOUR DEPENDENT/MINOR'S INFORMATION

### **Monitor Your Accounts**

We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your dependent/minor's account statement for suspicious activity and to detect errors.

Although minors under the age of 18 typically do not have a credit report, under U.S. law, you are entitled to one free credit report annually from each of the three major credit reporting bureaus, TransUnion, Experian, and Equifax. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call 1-877-322-8228. Once you receive your credit report, review it for discrepancies and identify any accounts you did not open or inquiries from creditors that you did not authorize. If you have questions or notice incorrect information, contact the credit reporting bureau.

You have the right to place a "security freeze" on the file, which will prohibit a credit bureau from releasing information in the credit file without your express authorization. Pursuant to federal law, you cannot be charged to place or lift a security freeze on a credit file. To request a security freeze for your dependent/minor, you will need to provide the following information for both you and your dependent/minor:

1. Full name (including middle initial as well as Jr., Sr., III, etc.);
2. Social Security number;
3. Date of birth; and
4. Address for the prior two to five years.

Include for your identification:

5. Proof of current address, such as a current utility or telephone bill;
6. A legible photocopy of a government-issued identification card (e.g., state driver's license or identification card); and
7. Proof that you are the parent or legal guardian of the minor.

Include for you minor's identification:

8. A copy of your minor's Social Security card and
9. A copy of your minor's birth certificate.

Should you wish to place a fraud alert or credit freeze, please contact the three major credit reporting bureaus listed below:

<b>TransUnion</b> 1-800-680-7289 <a href="http://www.transunion.com">www.transunion.com</a>	<b>Experian</b> 1-888-397-3742 <a href="http://www.experian.com">www.experian.com</a>	<b>Equifax</b> 1-888-298-0045 <a href="http://www.equifax.com">www.equifax.com</a>
<b>TransUnion Fraud Alert</b> P.O. Box 2000 Chester, PA 19016-2000	<b>Experian Fraud Alert</b> P.O. Box 9554 Allen, TX 75013	<b>Equifax Fraud Alert</b> P.O. Box 105069 Atlanta, GA 30348-5069
<b>TransUnion Credit Freeze</b> P.O. Box 160 Woodlyn, PA 19094	<b>Experian Credit Freeze</b> P.O. Box 9554 Allen, TX 75013	<b>Equifax Credit Freeze</b> P.O. Box 105788 Atlanta, GA 30348-5788

### **Additional Information**

You can further educate yourself regarding identity theft, fraud alerts, credit freezes, and the steps you can take to protect your personal information by contacting the credit reporting bureaus, the Federal Trade Commission (FTC), or your state Attorney General. The FTC also encourages those who discover that their information has been misused to file a complaint with them. The FTC may be reached at 600 Pennsylvania Ave. NW, Washington, D.C. 20580; [www.identitytheft.gov](http://www.identitytheft.gov); 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261.

You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement, the Massachusetts Attorney General, and the FTC. This notice has not been delayed by law enforcement.