

Ensure Principals, Assistant Principals, and School Staff Complete Required Privacy Training

As noted in the November 23 edition of [Principals Digest](#), per state law requirements, the DOE is administering required privacy training to principals, assistant principals, and school staff. You, your assistant principals (APs), and staff in other school-based titles who possibly have access to student information must complete this required training at their earliest convenience, and no later than **June 30**. As a reminder, you and your APs received an email from privacytraining@schools.nyc.gov with your personal links on November 23, and school staff members received an email with their personal links on December 20. The link is unique to each employee and will be used to capture completion of the training. The training platform supports Microsoft Edge and Google Chrome; please use one of these browsers for the best performance.

Principals must determine time during the contractual workday for staff to complete this training (e.g., during time dedicated for professional learning, common planning, faculty or grade conferences, etc.). The training takes less than an hour to complete and can be done at any time and from any internet-enabled device. When the training is completed, the employee will receive a confirmation email from a no-reply address. Employees also can confirm that their completion status was captured by clicking on their unique link again and checking that the status bar at the bottom of the screen displays "100%."

For technical support, email privacytraining@schools.nyc.gov. For questions about the training content, please contact your [senior field counsel](#).

