

**DEAR FORMER STUDENT OF NEWBRIDGE COLLEGE MEDICAL LABORATORY  
TECHNICIAN PROGRAM:**

As a former student of Newbridge College, Newbridge College respects and maintains your privacy right and interest in your student records and other personally identifiable information. You have a right to privacy in your student records and personally identifiable information under both the California Constitution and the Family Right and Privacy Act of 1974. Pursuant to the Family Right and Privacy Act of 1974, Newbridge College is generally prohibited from releasing your school records or any personally identifiable information about you to a third party without your written consent. One exception is when the information is requested by a judicial order; however, advance notice to the affected student is still required.

Some former students of Newbridge College's Medical Laboratory Technician program ("Claimants") have brought a class action claim against Newbridge College alleging that it misrepresented the requirements necessary for employment. The claim, entitled *Almaraz, et al. v. Newbridge College, et al.* (AAA# 11 434 02001 08) is currently pending in arbitration, which is an alternative forum to court. Newbridge College vigorously denies and is defending against Claimants' allegations.

If you attended Newbridge College from June 2004 to June 2008, you may be a member of this proposed class. No determination has been made to date about whether this case can proceed as a class action.

Claimant's counsel obtained an order from the arbitrator in connection with the arbitration, over Newbridge College's objection and assertion of your privacy right, to obtain your personal information, including your name, phone number, address, and email address. Claimant's counsel may use this information to contact you, ask you questions, ask other questions about you, and/or use your information in connection with the arbitration. You are under no obligation to talk with Claimant's counsel and your personal information will not be provided if you respond that you do not consent to the disclosure of your personal information.

If you consent to your personal information being provided to the Claimant's counsel, you need to do nothing further. If you do not consent, you must complete and return the enclosed postage prepaid postcard. Your personal information will not be provided to Claimants' counsel.

Please do not contact the arbitrator or the American Arbitration Association, as they are unable to talk with you about this case.