

ACCESS LOG


(DO NOT REMOVE THIS FORM – PERMANENT PART OF STUDENT RECORD)

Student's Name

Following is a list of persons or agencies, which have had access to the school records of this student. Access to records must be denied to any out-of-school person or agency without a release form being included in the student's file, duly signed by the parent(s), guardian(s), or eligible student with exceptions covered in District and Federal policy governing FERPA & PPRA. Record of any challenge regarding information in the permanent records is to be recorded on this form. Principals, teachers, counselors, and other authorized personnel having legitimate educational interest within the school district may have access to student records without signing this form when conducting normal and routine educational functions. All other school district personnel having access to the records of this student are to sign this form. However, when an in-depth case study is conducted, all District employees (including those listed above) having access to records of this student are to sign this form.

NAME OF PERSON(S)/SCHOOL/AGENCY GRANTED ACCESS (The parties who have requested or received personally identifiable information from the education records.)	PURPOSE OF ACCESS (The <u>legitimate interests</u> the parties had in requesting or obtaining the information and what disclosure of personally identifiable information.)	LIST OF IDENTIFIABLE INFORMATION (List all the Personally Identifiable Information Disclosed.)	HEALTH & SAFETY EMERGENCY EXCEPTION Y/N	DATE OF REQUEST	DATE OF ACCESS

*****Upon request of another school district, State/Local educational authority, or other educational institution/government agencies that maintain a record of further disclosures must provide a copy of the record of further disclosures to this school district within a reasonable period of time not to exceed 30-days.**

Continued on the next page 

**ACCESS LOG CONTINUATION
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ADOPTED: May 21, 2002 Revised: April 29, 2003 Revised February 21, 2006 Revised: January 17, 2012 Reviewed: November 15, 2016