

ACCESS TO STUDENT FILES

Student's Name: _____ School District: _____

The Family Educational Rights Privacy Act requires that all school districts or participating agencies keep a record of who has requested access to personally identifiable data, who has had access to personally identifiable information, date access was granted, and the purpose for which the party is authorized to use the information.

FERPA permits disclosure **without consent** to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School will also disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

All persons requesting or obtaining disclosure of these records must sign, date, and identify purpose for access below:

NAME OF PERSON	PURPOSE FOR ACCESS	DATE OF ACCESS