



Student Support Services

Educational Records Disclosure/Request Log

Student Name: _____ Date: _____

Instructions

- This log shall be placed in the student’s permanent Cumulative Educational Record folder.
- The information below must be obtained from any party(ies) other than a parent, guardian, adult student, or appropriate school board personnel having a legitimate educational interest.
- The information must be obtained for each request whether granted or denied.
- The principal of the school must authorize all requests made to a school center.
- The appropriate custodial school official must authorize all requests made to central office locations.
- Use as many lines as necessary to obtain complete information; add pages as necessary.

Please print or type

Date	Party/agency making request (as appropriate)	Portion of record to be disclosed (describe)	Reason for disclosure (be specific)	Granted		Professional staff, representative serving the request (name & title)
				Yes	No	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
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