



Educational Record Access/Disclosure Log

Student's Name

Last

First

These records are protected by the Federal Educational Records Privacy Act (FERPA).

Access must be authorized by the Senior Records Custodian (Principal) or Records Custodian (Registrar), and a "legitimate, educational" interest in the student, and in the records being accessed, must exist, **even for staff members.**

In accordance with FERPA, the Washington State Records Retention laws, and District Policy, **you must log below in ALL cases of access**, except when just filing documents or when only the student's "directory information" is being disclosed.

Please do not add records to this file without first checking with the Records Custodian.

Date

File Accessed By:
(Print Name)

Please indicate reason for accessing this record (REQUIRED)

Viewed only

Copies made/provided

Records are being
provided to (if applicable):

Date

File Accessed By:
(Print Name)

Please indicate reason for accessing this record (REQUIRED)

Viewed only

Copies made/provided

Records are being
provided to (if applicable):

Date

File Accessed By:
(Print Name)

Please indicate reason for accessing this record (REQUIRED)

Viewed only

Copies made/provided

Records are being
provided to (if applicable):