

RIALTO UNIFIED SCHOOL DISTRICT

LOG OF ACCESS AND REQUESTS FOR ACCESS TO STUDENTS RECORDS


CONFIDENTIAL: THIS LOG IS AVAILABLE FOR REVIEW ONLY BY THE CUSTODIAN OF THE RECORDS (OR DESIGNEE) AND PARENT OR ELIGIBLE STUDENT. IT IS TO BE FORWARDED (SEALED) TO THE CALIFORNIA PUBLIC SCHOOL OF NEW ATTENDANCE. IT MAY BE FORWARDED TO OTHER SCHOOLS.

All other requests, including those authorized by law which do not require permission for access, shall be recorded. Subsequent requests would be added to this log.

STUDENT: _____

SCHOOL: _____

REQUESTS FOR INFORMATION FROM A STUDENT'S RECORD

Person/Agency	Information Requested	Date of Request	Date of Completion	Person Providing Information
				

NOTE: This is to be completed and placed in a student's file whenever a request is made for specific information (other than directory information) about a pupil. Legitimate requests by school district personnel need not be recorded.