

## Student Record Access Log

All student records shall be kept in a secure location preventing access by unauthorized individuals. Provider will maintain an access log delineating date, time, agency, and identity of any individual accessing student records who is not in the direct employ of the Provider. The Provider agrees to provide access to and copies of student records to the District and/or the parent/guardian of the District's student. Provider shall not forward to any person other than parents/guardians, any student record without the written consent of the parent/guardian or the District.

Date	Time	Student's Name	Agency	Person Requesting Records	Reason	Person Releasing Record