



DISTRICT SCHOOL BOARD OF PASCO COUNTY

MIS Form #405  
Rev. 3/03

**STUDENT RECORD ACCESS LOG**

(for Automated and Non-Automated Student Records)

Student Name \_\_\_\_\_ DOB \_\_\_\_\_ School \_\_\_\_\_

A. The following person(s)/agency have **reviewed** the records on this student:

	<u>PERSON/TITLE</u>	<u>AGENCY</u>	<u>DATE</u>	<u>PURPOSE OF REVIEW</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

B. Copies of this student's records have been **released** to the following person(s)/agency:

	<u>PERSON/AGENCY</u>	<u>DOCUMENT(S)</u>	<u>DATE</u>	<u>PURPOSE OF RELEASE</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

This Access Log is classified as Category A information and shall be maintained in the student's permanent cumulative record folder for the required retention period (5 years after the date of actual or intended graduation).

The school may attach a copy of the actual request to review and/or release records to this access log.

Information shall not be released except on the condition that it will not be subsequently transferred to a THIRD PARTY without first obtaining the consent of the parent or eligible student. Released copies of records must be destroyed when no longer required by the person/agency to whom the information was appropriately released. Copies of records should indicate these third party restrictions.

It is NOT required for the school to record the access of eligible/adult students, parents or guardians, public school officials with a legitimate educational purpose for the release of directory information, when the request is based on the written consent of the eligible student or parent, or when the disclosure is to a party screening records as directed by a federal grand jury or other law enforcement subpoena that ordered the existence of the subpoena not be disclosed.