Capistrano Unified School District
San Juan Capistrano, California

Log of Access and Request for Access to Student's Records

Student's Name: _____ School: _____

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 student. Legitimate requests by school district personnel need not be recorded, nor do requests from parents or students, nor those disclosures authorized in writing by a parent or eligible student

An 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.

CONFIDENTIAL: This log is available for review only by the custodian of the records (or designee) and the 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.

Requests for Information from a Student's Record					
Person/Agency	Information Requested	Reason	Date of Request	Date of Compliance (Note if not provided)	Person Providing Information

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