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| **DESERT/MOUNTAIN SPECIAL EDUCATION LOCAL PLAN AREA**  **DESERT/MOUNTAIN CHARTER SPECIAL EDUCATION LOCAL PLAN AREA**  17800 HIGHWAY 18 • APPLE VALLEY, CA 92307  (760) 552-6700 • (760) 242-5363 FAX  **Log of Access and Requests for Access to Student’s Records** | | | | | | | | | | | | | | |
| **STUDENT INFORMATION** | | | | | | | | | | | | | | |
| Student Name: | |  | | | | | Date of Birth: |  | | | | | Gender:  Male  Female | |
| School Site: |  | | | | | | | | | | | | | |
| District of Attendance: | | | |  | | | | | | | | | | |
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| **confidential: this log is available for review by the custodian of 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.** | | | | | | | | | | | | | | |
| **Directions:** This form 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.  All other requests, including those authorized by law, that do not require permission for access, shall be recorded. Subsequent requests should be added to this log. | | | | | | | | | | | | | | |
| **Requests for Information from a Student’s Record(s)** | | | | | | | | | | | | | | |
| **Person/Agency** | | | **Information Requested** | | | **Reason** | | | **Date of Request** | | | **Date of Compliance (note if not provided)** | | **Person Providing Information** |
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| **FOLD HERE** | | |  | | |  | | |  | | |  | |  |
| **AND SEAL** | | |  | | |  | | |  | | |  | |  |
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| Pursuant to Educational Code § 49064, this record lists persons, agencies, or organizations requesting or receiving information from the attached student record and the legitimate interests therefore. The listing does not include:   * Parents or students to whom access is granted pursuant to Education Code § 49069 or paragraph (6) of subdivision (a) of Education Code § 49076; * Parties to whom directory information is released pursuant to Education Code § 49073; * Parties to whom written consent has been executed by the parent pursuant to Education Code § 49075; * School officials or employees having a legitimate educational interest pursuant to paragraph (1) of subdivision (a) of Education Code § 49076.   This log is open to inspection only by a parent and the school official, or his/her designee, responsible for the maintenance of student records, and to the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, and the administrative head of an education agency as defined in Public Law 93-380, and the state educational authorities as a means of auditing the operation of the system.  All persons having legitimate access to this record agree to not release information to a third party without appropriate written parent consent. | | | | | | | | | | | | | | |
| Person Completing Form: | | | | |  | | | | | Title: |  | | | |
| Agency (if applicable): | | | |  | | | | | | | | | | |
| Date Record Accessed: | | | |  | | | | | | | | | | |
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| Purpose for Accessing Student Record(s): | | | | | | | | | | | | | | |
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| This form shall be completed for each access entry and placed in the above named student’s confidential file that was accessed in an envelope labeled, **“Notice of Released of Student Information. For reading only by parents/school officials with legitimate educational interests in the records and others specified in Education Code § 49064.”** | | | | | | | | | | | | | | |