

## Record Access Request

The undersigned hereby requests **access** to the following information from the record of:

\_\_\_\_\_  
(Student Name)

Purpose of Access: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific record/data requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby covenant, warrant, and agree that I will not transfer any information to another person, agency, institution, or otherwise use the same **without the written consent of the parents or student, if said student is over 18 years of age.**

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Agency:

Address:

---

### For School Use Only

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Date Access Authorized: \_\_\_\_\_

By: \_\_\_\_\_

Date of Actual Access: \_\_\_\_\_

By: \_\_\_\_\_

Filed in Record By: \_\_\_\_\_

Date: \_\_\_\_\_

Note: This request, when submitted, will become a part of the permanent record pursuant to P.L. 93-380 and P.L. 94-142.