

**Enter District Name Here  
Record of Access Form**

Student's Full Name:		SSID:	
Date of Birth:			

This may be printed on the due process folder or inserted as a separate page in the folder. District employees that are set out within the district's list of employees with legitimate educational interests under FERPA are not required to sign the Record of Access.

Name of the party seeking access	Date	Purpose for which the party is authorized to use the record(s)