

Dallas School District

REQUEST FOR ACCESS TO STUDENT RECORDS

Date of Access _____

Student _____ **Date of Birth** _____

Person Accessing Record _____

Please Print

Title / Position _____

In order to ensure the confidentiality of this information, each request is to be listed on a separate form and placed in an envelope. This sealed envelope should be kept in a separate file marked "Student Records Accessed" and kept in proximity to student records.

K:\Procedures\RequestAccessStudentRecords9-12-06
