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| **PURPOSE:** The district shall keep a record of access to education records collected, maintained, or used. **However**, the district is not required to keep a record of access by parents, adult students, and authorized employees of the school district or other public agency with a legitimate educational interest in the records. |

# RECORD OF FILE ACCESS

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| Name of Student: |  |
| Student ID Number: |  |

| Date of Access  | Name of Reviewer | Purpose for Review of Files |
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