

NEW HANOVER COUNTY SCHOOLS

RECORD OF ACCESS / DISCLOSURE OF EDUCATIONAL RECORDS

Student: _____

ID#: _____

- ◆ The Principal is responsible for the confidentiality of each student’s Official Record. Please refer to the New Hanover County Schools Records Management Procedures Manual for fuller information about confidentiality, access, disclosure, consent and other information pertaining to a student’s Official Record.
- ◆ Regarding access and disclosure of this record:
 1. This record of access and disclosure must be placed in each student’s Official Record and at each location where all or part of a student’s Official Record is maintained.
 2. Each access or disclosure must be recorded on the Record of Access/Disclosure *except* for parent, student and individuals specified on the school’s posted Employee Access List.
 3. When parental consent is required for disclosure, a copy of the consent must be maintained as a part of the Official Record.
 4. When access or disclosure is recorded, all of the following must be included: date of access or disclosure, name of the party who accessed the information, to whom information was disclosed, specific information accessed/disclosed and the purpose for the access.

DATE	NAME	TO WHOM INFORMATION DISCLOSED	SPECIFIC INFORMATION ACCESSED/DISCLOSED	PURPOSE OF ACCESS/ DISCLOSURE