

FERPA DISCLOSURE LOG

Student Name: _____	School : _____ <input type="checkbox"/> Elem.
SID Number: _____ Date of Birth: _____	_____ <input type="checkbox"/> Middle
Parent/guardian Name: _____	_____ <input type="checkbox"/> High
	_____ <input type="checkbox"/> Centers

Pursuant to the Family Educational Rights & Privacy Act (FERPA), 34 CFR 99.32 (a)(1), a school must maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student, with some exceptions (99.32(d)). See footnote for the exceptions*.

Date of Request	Requested By	Information Requested	Reason (Legitimate Interest)	Disclosed By	Date of Disclosure

***Exceptions:** A log is not needed for disclosures to (a) the parent or eligible student, (b) a school official with a legitimate educational interest, (c) a party who has written consent from the parent or eligible student, (d) a party seeking directory information, and (e) a party seeking or receiving information under a subpoena where the issuing authority has ordered nondisclosure of existence of subpoena. In addition, reports to the abuse hotline should NOT be noted on this log.