

**RECORD OF ACCESS**

Student No.:  Name:(L)  (F)  Date:

DATE	NAME OF REVIEWER AND AGENCY	REASONS FOR REVIEW OF FILE

FOOTNOTE: This form is required to record persons or agencies who look at a student's records---other than local school officials. It needs to be in every student's folder.

This record shall be available only to parent, special education staff, regular education teacher of the student, or those persons authorized by law to serve the operation of the school system.

When student folders are forwarded to the district for consideration of alternative placement, members of the Least Restrictive Environment Review Committee (LRE) will have access to this file.

See Confidentiality of Information, USOE State Rules for Special Education.