## Access to Records

## Place Copy in Each Student's Records Folder

Any individual whose name is not posted on the locked storage cabinet containing confidential records must sign this sheet in the space provided below. Date it and denote the reason for viewing records and the name of the person granting permission.

Date	Name	Reason for Viewing	Person Granting Permission
	<del></del>		
		<u></u>	
	<del></del>		

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