

# STUDENT RECORD OF ACCESS - FERPA EXCEPTION

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ DOB: \_\_\_\_\_

SD3225-02b Permanent	Documentation of requests from and disclosure to any party under a FERPA Exception.  This does not include disclosures to the parent or eligible student, to an official of the district with “educational interest”, to a party with proper written consent from parent or eligible student, or to a party seeking directory information.
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**FERPA Exceptions:**

1. Health and/or Safety Emergency.
2. Accrediting Organization.
3. Authorized representatives of the U.S. Departments of Education or Justice, the U.S. Government Accountability Office or to State or local educational authorities for audit or evaluation purposes.
4. Appropriate persons in connection with financial aid for which a student has applied or which the student has received.
5. Organizations conducting certain types of studies for or on behalf of the school and if the school has entered into a written agreement with the organization as specified in the FERPA regulations (attach agreement).
6. To State and local authorities in a juvenile-justice system to whom the information is specifically allowed to be reported pursuant to State law and subject to other regulatory requirements.
7. CPS representative (if no documentation provided).

**FERPA Exceptions, but Form Not Required** (keep copy of request/document in folder):

1. To another school to which a student is transferring.
2. To comply with a lawfully issued subpoena or judicial order.
3. CPS representative (documents or ID provided).

A – Access (view only)    D – Disclosed (provided copies)

Date	A	D	Name of Requestor	Title, Agency or Organization	FERPA Exception No.	Information Provided