

**Greater Albany SD 8J**  
Administrative Regulation

Code: **IGBAB/JO-AR(3)**  
Adopted: 4/14/08

**Record of Request for Disclosure of and/or Inspection of Student Records**

Student's Name

Location of Records (School Name)

THE FOLLOWING TO BE COMPLETED BY SCHOOL OFFICIAL RESPONSIBLE FOR RECORDS.

Date of Request	Person Requesting and/or Receiving Records Information	Reason Records were Viewed/Released	Date of Disclosure	Signature of School Official

NOTE TO OFFICIAL RESPONSIBLE FOR RECORDS

This record must be maintained with the education records of the student to whom it pertains.