

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **JO/IGBAB-AR(3)**  
 Adopted: 7/81, 8/90  
 Revised/Readopted: 3/12/01, 4/14/08  
 Orig. Code(s): AR 5310-H, AR  
 6136

**Record of Requests 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 Record 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.