

Monrovia Unified School District  
 325 East Huntington Drive  
 Monrovia, CA 91016  
 (626) 471-2000

AR 5125 (f)

LOG OF ACCESS AND REQUESTS FOR ACCESS TO PUPIL'S RECORD

Pupil \_\_\_\_\_ School \_\_\_\_\_

Note: This is to be completed and placed in a student's file whenever a request is made for specific information (other than directory information) about a pupil. Legitimate requests by school district personnel need not be recorded, nor do requests from parents or pupils, nor those disclosures authorized in writing by a parent or eligible pupil.

All other requests, including those authorized by law which do not require permission for access, shall be recorded. Subsequent requests would be added to this log.

CONFIDENTIAL: THIS LOG IS AVAILABLE FOR REVIEW ONLY BY THE CUSTODIAN OF THE RECORDS (OR DESIGNEE) AND THE PARENT OR ELIGIBLE PUPIL. IT IS TO BE FORWARDED (SEALED) TO THE CALIFORNIA PUBLIC SCHOOL OF NEW ATTENDANCE. IT MAY BE FORWARDED TO OTHER SCHOOLS.

Request for Information from a Pupil's Record

Person/Agency	Information Requested	Reason	Date of Request	Date of Compliance	Person Providing Information
				(Note if not Provided)	
Fold her and seal					