

# Brookings School District

## SPECIAL EDUCATION DOCUMENTATION OF ACCESS TO RECORDS

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These records are confidential and may only be accessed by individuals who have a right to know, including parents, classroom teacher, special education teacher, related education service staff, special education paraeducator, building administrator, and special education director.

Student: \_\_\_\_\_ DOB: \_\_\_\_\_

Access Date	Person/Position Accessing Records	Purpose of Access

Each school should keep a record of persons obtaining access to special education records. The record will include the name of the person, date of access, and the purpose for which the person is authorized to use the records. Access and use of student records will follow guidelines outlined by the Family Education Records Privacy Act.