## CONFIDENTIALITY AND ACCESS TO RECORDS

Parental consent is required prior to release of educational records, except:

1. Local school officials who have legitimate educational interests,
2. School officials of other local educational agencies in which the student intends to enroll or obtain services,
3. Certain authorized representatives of the state and federal government who are determining eligibility of the child for aid as provided under Public Law 93-380,
4. When required by a judicial order or any lawfully issued subpoena upon condition that parents/students are notified by the local education agency of all such orders or subpoenas in advance of the compliance.

All other persons may gain access to a student's record only with the specific written consent of the parent(s) or guardian(s) or student of majority age.

Recipients of student records should be cautioned that student information may not be released to third parties without the consent of the parent/legal guardian.

Each agency shall maintain a record of parties obtaining access to education records except access by parents and authorized employees of the agency.

| DATE | NAME AND POSITION | PURPOSE OF RECORD REVIEW |
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