**FERPA DISCLOSURE LOG**

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| **Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **School:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 🞎Elem |
| **SID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 🞎Middle |
| **Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 🞎High |

**Pursuant to the Family Educational Rights & Privacy Act (FERPA), 34 CFR 99.32 (a)(1), a school must maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student, with some exceptions (99.32(d)).\***

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| **Date of Request** | **Requested By** | **Information Requested** | **Reason****(Legitimate Interest)** | **Disclosed By** | **Date of Disclosure** |
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**\*Exceptions: A log is not needed for disclosures to (a) the parent or eligible student, (b) a school official with a legitimate educational interest, (c) a party who has written consent from the parent or eligible student, (d) a party seeking directory information, and (e) a party seeking or receiving information under a subpoena or court order prohibiting disclosure to parents or eligible students (Section 99.32(d)).**

**NYSSHSC Sample FERPA Disclosure Log (**[**www.schoolhealthny.com**](http://www.schoolhealthny.com) **– Forms|Notifications)**