

Request to Review Education Records (from a third party)

When a request for student record information is received, this form must be completed and filed in the student's file.

This form should not be completed when the request is:

- from the student;
- accompanied by written consent from the student;
- for directory information;
- from a school official **and** a legitimate educational interest has been demonstrated or
- a subpoena that by its terms requires non-disclosure to the student

Name of Student

Student Number

Purpose of Review

Item(s) of Information Requested

Name of Requestor

Requestor Affiliation

Office to Which Request Was Made

Names and Legitimate Interest of Any Additional Parties to Whom Records May Be Disclosed.

I hereby agree to keep the information disclosed to me confidential according to applicable legislation and regulations

Signature of requestor

Date

Disposition of request: Approved Disapproved

Specify Materials Reviewed (Records, Types of information)

Signature of Official Approving Request

Date