Record of Access and Inspection

Record Locator Notice

Student Last Name	
Student First Name	

A. File access and inspection requirements: BPS "school officials with legitimate educational interests" in accessing this student's education records do not need to complete this section of the form. All other individuals not meeting such criteria must document access/inspection below. Parents and eligible students are encouraged to document access/ inspection as a matter of school record.

Name	Title	Date	Purpose of Access/Inspection

B. Requirements for releasing or copying documents: BPS staff who copy records, or provide parents or eligible students with old records (ex: file purging) must complete this section:

Staff Name and Title	Date	Records Copied/Released	Records Given To

C. Record Locator Notice: Upon request, parents or eligible students may obtain a list of the types and locations of education records collected, maintained, or used by Bismarck Public Schools.