CONFIDENTIAL CUMULATIVE FOLDER ACCESS FORM

STUDENT I.D. NO.: _____ SCHOOL YEAR: _____

*PERSON WITH **"EDUCATIONAL INTEREST"** ACCESSING FILE MUST COMPLETE THE INFORMATION BELOW. A school official has "legitimate educational interest" in a student's records when he/she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

PRINT NAME	SIGNATURE	INTEREST NO.	DATE	NOTE
JANE DOE	*JANE DOE*	5	8/1/09	ESL AUDIT

This form should be affixed to the front of the cumulative folder for the current school year. At the end of the listed school year, place it behind the cumulative folder checklist until it meets its retention.

RMO-0025 Tyler ISD (August 2009)
3225-029(a) – 2 years