

# **File Access Log**

(Hot Sheet)

CF/R-6 Revised 1/15

(mandatory)

A Student Record Access Log is to be maintained for staff/monitors/persons not responsible for the daily maintenance of file being accessed to date, sign and complete reason for accessing records to ensure appropriate confidentiality.

A record of persons inspecting/accessing records must be kept to ensure confidentiality (1304.51(g)).

1. All staff members inspecting/accessing records that are not a part of the daily maintenance must complete log with date, signature and reason for inspecting/accessing records. Example Health Staff reviewing Family Portfolio must sign Access Log kept in family's file. Teacher reviewing Health file must complete Access Log in health folder.
2. Student Record Access Log (CF/R-6, Revised 1/02) is to be maintained in each student's health, educational and family file.
3. All others that observes/monitors/reviews files that have authorization to access child files are to date, sign and complete reason. Example – Federal Reviewers, State License Reviewer. Early Intervention – Consultant, collaborative agencies.