

REQUEST FOR ACCESS TO STUDENT MEDIA CENTER CIRCULATION RECORDS

Persons requesting access to student media center circulation records shall submit the following information to the school media specialist.

Date: _____ Name: _____

Title: _____

Student(s) Records Requested: _____

Purpose for Access: _____

Number of Copies Requested: _____

Signature of Person Requesting Access: _____

Request Approved _____ Denied _____ Fee Paid: _____

By: _____
School Media Specialist Name School Media Specialist Signature Date

ADOPTED: 6/9/00

Reviewed: 12/4/03, 11/6/08, 5/3/12, 1/4/18