

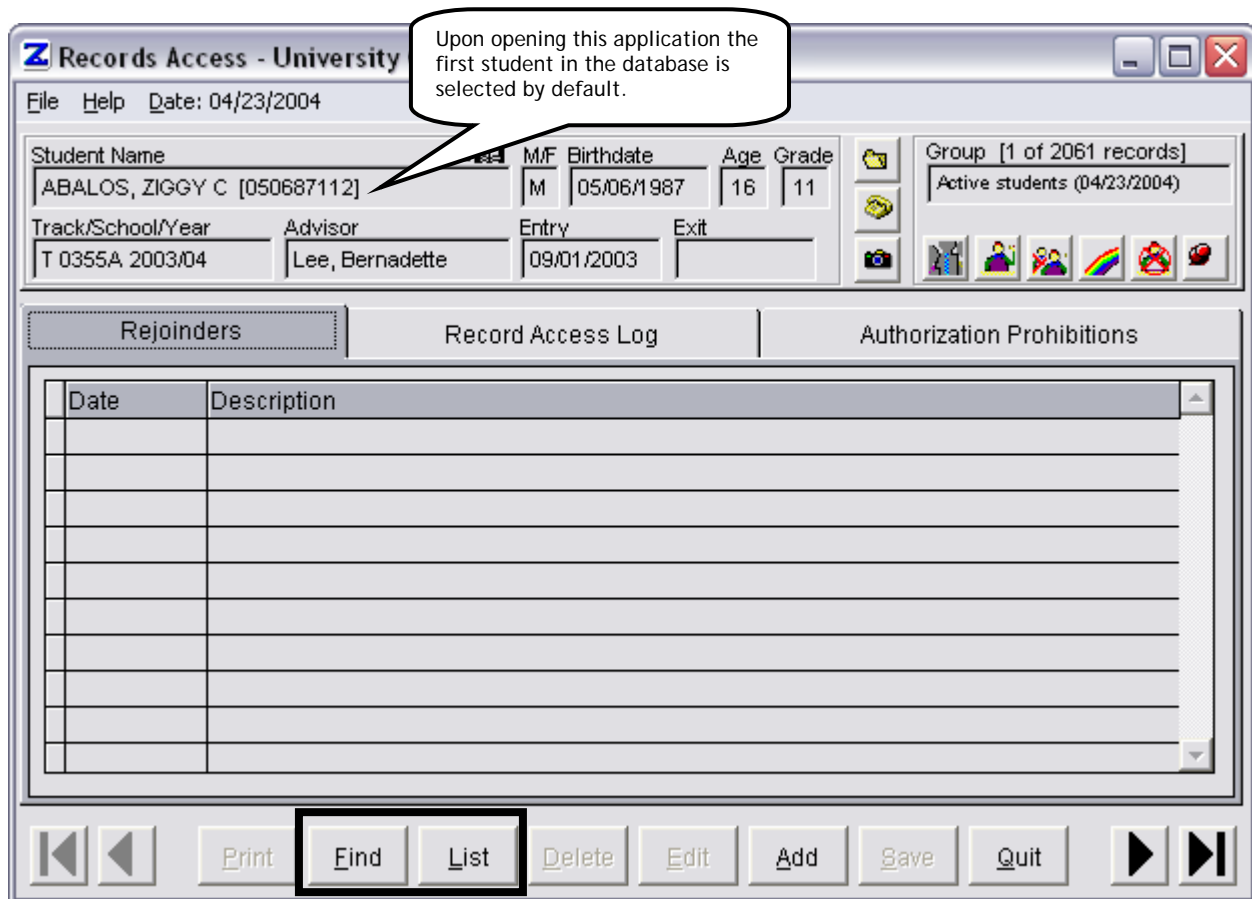
Records Access Log

The Records Access application, found in the Enrollment module, is a simple utility for keeping track of who has accessed a student record and for what reason.

Note: Currently, records access information can only be viewed onscreen. In the future, there will be a report that will allow you to print the records access logs.

ADDING AN ENTRY TO THE RECORDS ACCESS LOG

- Launch Zangle. Click on **Enrollment**. Select **Records Access**.
- Complete Steps A-E. Step A is shown below. Steps B-E are on the following page.



A

Click Find or List to find the desired student.

Records Access - University City High School

File Help Date: 04/23/2004

Student Name: KIERIG, EMILY [060889384] M/F: F Birthdate: 06/08/1989 Age: 14 Grade: 9

Track/School/Year: T 0355A 2003/04 Advisor: Unassigned, Entry: 09/01/2003 Exit:

Group: [992 of 2061 records] Active students (04/23/2004)

Rejoinders | **Record Access Log** | Authorization Prohibitions

Date	Name	Reason	Circumstances	Records

Print Find List Delete Edit Add Save Quit

This student has no activity in her record access log. All entries will appear on this screen.

B Click the Record Access Log tab.

C Click Add. The screen will change.

Add Record Access Log

Date: 04/23/2004

Name: Julianne Moore, SDHS Registrar

Reason: Request for cum folder

Circumstances: Transfer

What Records: Cum folder

Print Find List Delete Undo Add Save Quit

D Enter information.

- Date: The date of the request, or the date of the access.
- Name: The name of the person making the request.
- Reason: Enter the reason.
- Circumstance: Enter the circumstance.
- What Records: Enter the records that the person wants access to.

E Click Save. You will return to the previous screen. You will see this entry. Then click Quit.