

STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Signature Required**	User Must Submit. Written Request*	No Parent Signature Required	Parent Notified in Advance	Parent Notified of Release	Request Made Part of Student Record	Schedule Hearing Following Decision with Parent	
Subpoena or Judicial Order									Lawfully Issued
Student Financial Aid									Written Request
School or Staff in Same School System									No Written Request Necessary
Other School System Where Student Plans to Enroll									506.1E2
United States Comptroller General									506.1E2
Dept. of Health, Education and Welfare Secretary									506.1E2
National Institute of Education									506.1E2
Iowa Dept. of Education Official									506.1E2
Parent Inspection of Student Educational Records									506.1E5
Parent Request for Hearing to Challenge Record									506.1E4
Parent Authorization for School to Release Information									506.1E3
Notification of Transfer of Student Records									506.1E6

*Such written request is available for inspection by the parent or student and the school official responsible for record maintenance.

**When a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of the rights accorded the parent of the student will thereafter be required of and accorded only to the student.