

STUDENT RECORDS CHECKLIST

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