

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.