

## STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Signature Required**	User Must Submit Written Request*	No Parent Signature Required	Parent Notify in Advance	Parent Notify of Release	Request made Part of Student Record	
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	•		•	•		•	•	505.6E2
United States Comptroller General			•	•			•	505.6E2
United States Attorney General			•	•				505.6E2
Dept. of Health, Education and Welfare Secretary			•	•				505.6E2
National Institute of Education			•	•			•	505.6E2
Iowa Dept. of Education Official			•	•			•	505.6E2
Parent Inspection of Student Educational Records	•	•						505.6E5
Parent Request for Hearing to Challenge Record		•						505.6E4
Parent Authorization for School to Release Information	•	•						505.6E3
Notification of Transfer of Student Records	•			•				505.6E6

\*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.