

STUDENT RECORDS CHECKLIST

	Copy to Parent/Guardian Upon Request	Parent/Guardian Signature Required	User Must Submit Written Request *	No Parent/Guardian Signature Required	Parent / Guardian Notify in Advance	Parent / Guardian Notify of Release	Request Made Part of Student Record	Schedule Hearing foll. writ. dec.t/Par/Guar.	
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
U.S. Comptroller General			X	X			X		506.1E
Secretary of Dept. of Health, Education & Welfare			X	X			X		506.1E2
Nat'l Institute of Education			X	X			X		506.1E2
Official of Iowa Dept. of Education			X	X			X		506.1E2
Parent / Guardian Inspection of Student Educational Records	X	X							505.1E5

Parent / Guardian Request for Hearing to Challenge Records		X						X	506.1E4
Notificatio n of Transfer of Student Records	X			X					506.1E6
Parent / Guardian School to Release Informatio n	X	X							506.1E3

*Such written request shall be available for inspection by the parent/guardian or student and the school official responsible for record maintenance.

Adopted: 05/23/1988

Reviewed: 06/14/1993; 06/09/1997; 04/09/2001; 03/29/2004; 03/12/2007; 05/09/2011

Revised: 04/28/2001; 04/12/2004; 04/09/2007; 06/13/2011