

STUDENT RECORDS CHECKLIST

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_____
United States Attorney 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 shall be 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 shall thereafter be required of and accorded only to the student.

Approved: February 22, 1993  
Reviewed: April 24, 2017  
Revised: January 14, 2002