

## 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				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 and 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

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Parent Inspection of Student Educational 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.

Approved 2/24/16

Grinnell-Newburg School District, Grinnell, IA