



Iowa Western Community College Parental Access to Student Academic Information

Access to Information

Student rights concerning access to educational records are spelled out in Federal Public Law 98-380 as amended by Public Law 95-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit disclosure of information from the student's record to those who have the student's written consent.

- Access is limited to the following elements of the student's educational record: schedule of classes, transcript of final grades, and midterm progress report.
- Access is given only through the Records and Registration Office and only when the parent or guardian presents photo identification or when the parent or guardian requests that information be sent to the email address listed below.
- Under no circumstances will information be disclosed over the phone.
- Please do not contact instructors or faculty members directly; they cannot disclose information.
- The consent to release information is valid for one year from the date listed below and may be revoked at anytime by written request from the student.

Records and Registration Contact Information

Danielle Lewis
Records & Registration Specialist
dlewis@iwcc.edu
712.325.3274
800.432.5852 ext. 3274
Clark Hall 106

Teresa York
Registration Assistant
tyork@iwcc.edu
712.325.3273
800.432.5852 ext 3273
Clark Hall 106

Consent Form (must be filled out by the student):

I grant the following person(s) access to my education records, which is limited to my schedule of classes, a transcript of my final grades, and a report of my midterm grades.

Full Name of Parent or Guardian

Full Name of Parent or Guardian

Parent Email Address

Parent Email Address

Full Name of Student (please print)

Student ID Number

Signature of Student

Date

Mail request to:
Iowa Western Community college
Registrar's Office
2700 College Road
Council Bluffs, IA 51503
Fax (712)325-3720

Updated 8/30/10