

STUDENTS

Student Records

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students will be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records in which they have legitimate educational interests. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

The district will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule, both of which are published on the Secretary of State's website at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Student records are the property of the district but will be available in an orderly and timely manner to students and parent/legal guardians. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent/legal guardian or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student's transcript. Parental/legal guardian or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

The superintendent will establish procedures governing the content, management and control of student records.

Cross References:	Policy 2100	Educational Opportunities for Military Children
	Policy 3115	Students Experiencing Homelessness – Rights and Services
	Policy 3211	Gender-Inclusive Schools
	Policy 3520	Student Fees, Fines, Charges
	Policy 3115	Students Experiencing Homelessness – Enrollment Rights and Services
	Policy 4020	Confidential Communications
	Policy 4040	Public Access to District Records
Legal References:	20 USC § 1232g	Family Education Rights and Privacy Act
	CFR 34, Part 99	Family Education Rights and Privacy Act Regulations
	42 U.S.C 11431 et seq.	McKinney-Vento Homeless Assistance Act
	RCW 28A.150.510	Transmittal of education records to DSHS – Disclosure of educational records – Data sharing agreements – Comprehensive needs requirement document – Report.
	RCW 28A.195.070	

RCW 28A. 225.151	Official transcript withholding – Transmittal of information
RCW 28A.225.330	Reports.
RCW 28A.230.120	Enrolling students from other districts – Requests for information and permanent records – Withheld transcripts – Immunity from liability – Notification to teachers and security personnel – Rules
RCW 28A.230.180	High school diplomas – Issuance – Option to receive final transcripts – Notice
RCW 28A.600.475	Educational and career opportunities in the military, student access to information on, when
RCW 28A.605.030	Exchange of information with law enforcement and juvenile court officials – Notification of parents and students.
RCW 28A.635.060	Student education records – Parental review – release of records – Procedure.
RCW 40.24.030	Defacing or injuring school property – Liability of pupil, parent or guardian – Withholding grades, diploma, or transcripts – Suspension and restitution – Voluntary work program as alternative – Rights protected
Chapter 246-105 WAC	Address Confidentiality Program – Application – Certification
Chapter 392-172A WAC	Immunization of child care and school children against certain vaccine-preventable diseases
Chapter 392-182 WAC	Rules for the provision of special education
Chapter 392-415 WAC	Student Health Records
WAC 181-87-093	Secondary Education – standardized high school transcript
WAC 392-121-182	Failure to assure the transfer of student record information or student records
WAC 392-122-228	Alternative learning experience requirements
WAC 392-500-025	Alternative learning experiences for juvenile students incarcerated in adult jail facilities
	Pupil tests and records – Tests – School district policy in writing
Management Resources:	
Policy News, February 2010	Family Education Rights and Privacy Act Revisions
Records Retention Schedule for School Districts and ESDs, 2014-December Issue	
2018 – December Issue	
2019 – July Issue	

Date: 10/26/81; 1/19/89; 12/20/99; 10/28/02; 5/23/05; 1/18/18; 11/18/19: 1/18/24