

STUDENTS

Student Records

The district shall 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 shall 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.

Student records are the property of the district but shall be available in an orderly and timely manner to students and parents/guardians, as well as to the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent/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.

The district will retain records in compliance with the current, approved versions of the [Local Government Common Records Retention Schedule \(CORE\)](#) and [School Districts and Educational Service Districts \(ESDs\) Records Retention Schedule](#), both of which are published on the Secretary of State's website.

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

A grade report, transcript, or diploma shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but that student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

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

Cross References:	Board Policy 2100 Board Policy 3250 Board Policy 3520 Procedure 3600P Board Policy 4131 Board Policy 4340	Educational Opportunities for Military Children Release of Student Directory Information Student Fees, Fines, Charges Student Records Confidential Communications Public Access to District Records
Legal References:	RCW 28A.150.510 RCW 28A.195.070 RCW 28A.225.151 RCW 28A.225.330 RCW 28A.230.120 RCW 28A.230.180 RCW 28A.600.475 RCW 28A.605.030 RCW 28A.635.060 RCW 40.24.030 RCW 70.02 WAC 181-87-093 WAC 246-105 WAC 392-121-182	Transmittal of education records to department of social and health services—Disclosure of educational records—Data-sharing agreements—Comprehensive needs requirement document—Report Official transcript withholding—Transmittal of information Reports Enrolling students from other districts—Requests for information and permanent records—Withheld transcripts—Immunity from liability—Notification to teachers and security personnel—Rules High school diplomas—Issuance—Option to receive final transcripts—Notice Access to campus and student information directories by official recruiting representatives—Informing students of educational and career opportunities Exchange of information with law enforcement and juvenile court officials—Notification of parents and students Student education records—Parental review—Release of records—Procedure 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 Address confidentiality program—Application—Certification Medical records—Health care information access and disclosure Failure to assure the transfer of student record information or student records Immunization of child care and school children against certain vaccine-preventable diseases Alternative learning experience requirements

<u>WAC 392-122-228</u>	Alternative learning experiences for juvenile students incarcerated in adult jail facilities
<u>WAC 392-172A</u>	Rules for the provision of special education
<u>WAC 392-182</u>	Student—Health records
<u>WAC 392-415</u>	Secondary education—Standardized high school transcript
<u>WAC 392-500-025</u>	Pupil tests and records—Pupil personnel records— School district policy in writing
<u>WAC 434-840</u>	Address confidentiality program
<u>Family Education Rights and Privacy Act</u>	
<u>Records Retention Schedule for School Districts and ESDs</u>	

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