#### **STUDENTS**

# **Student Records**

<u>The district records custodian will manage student records Student records shall be managed by the records custodian</u> in the following manner.

# **Type of Records**

Student records shall be are divided into two categories: the cumulative folder and supplementary records.

# A. Cumulative Folder

The cumulative folder may contain all information about a student which that is collected and maintained on a routine basis, such as identifying information (name, birth date, sex, year in school, address, telephone number, parent's/guardian's name, ethnic classification, emergency information, including parent's/guardian's place of employment, family doctor, baby-sitter, siblings); attendance records, including date of entry and withdrawal; grades and other student progress reports; results of tests of school achievement, aptitude, interests, hearing and vision; health and immunization status reports; records of school accomplishments and participation in school activities; verified reports of misconduct, including a record of disciplinary action taken; and such other information as shall enable staff to counsel with students and plan appropriate activities. Identifying information may be limited if the student is a participant in the state Address Confidentiality Program.

#### B. Supplementary Records

Supplementary records about a student may be collected and maintained in connection with special school concerns about the student, such as confidential health information or reports connected with assessment and placement of a student who is formally identified as a "focus of concern;" reports from non-school persons and organizations such as physicians, psychologists, and clinics, except for general screening purposes; reports pertaining to specific problems associated with the student; and current reports of psychological tests and progress reports related to a student's disabling condition. All such reports included in records shall be dated and signed.

For the purpose of this procedure, working notes of staff are defined as those records about students **which that** are maintained in the sole possession of the writer and are not accessible or revealed to any other person except a substitute for that staff member. Working notes are not considered student records within the purview of this procedure.

# **Accessibility of Student Records**

Information contained in the cumulative folder and/or supplementary records shall be provided to persons and agencies as follows:

# A. Parents/Guardians

Parents/guardians of dependent children have the right to inspect the cumulative folder and/or supplementary records of their children.

- 1. Upon the request of the parent/guardian or a staff member, a qualified staff member will provide the The parent/guardian shall be provided with analysis and interpretation by qualified staff of all information in the cumulative folder and supplementary records. This action may be initiated by the parent/guardian or a staff member. The review shall occur within five (5) school business days after the district receives a request is received unless a written explanation for the failure to do so is supplied by the custodian of records. In no case shall the review occur later than forty-five (45) days after the parent makes the request is made.
- 2. Inspection and review shall be conducted during normal working hours, unless the custodian (teacher, counselor, nurse, psychologist, principal) consents to other arrangements. Custodians shall provide assistance in the interpretation and analysis of student records as needed. Although records must remain within district control, they may be copied or reproduced by or for the parent/guardian or eligible student at their own expense.

# B. The Student

Upon request of the student, a qualified staff member will interpret information
Information from the cumulative folder shall be interpreted to the student upon his/her request. The qualified staff member will interpret information Information contained in supplementary records shall be interpreted to the student upon his/her request and with the consent of the student's parent/guardian. A student Students who is are age eighteen (18) or older ("adult student") may inspect his/her their cumulative folder and supplementary records. The right of access granted the parent/guardian or adult student includes the right to be provided a list of the types of student-related education records maintained by the school and the district. The parent/guardian and adult student shall have the right to inspect or to be informed of the content of any record containing personally identifiable information regarding more than one student, provided that the right to access shall apply only to that portion of the record or document which that relates to the student. Upon graduation from high school, a student may request to receive a final transcript in addition to the diploma.

Parents/guardians and adult students will be notified annually of their right to inspect and review the records of their children and their other rights under the Family Education Rights and Privacy Act through the Student Responsibilities and Rights Handbook.

Schools will continue to communicate with <u>the</u> parents/guardians of adult students absent a court order of emancipation or proof that the student is no longer listed as a dependent on <u>his/her their</u> parents' income tax returns. In cases of emancipation, the district will communicate with the emancipated student only. In cases where <u>an</u> adult student<u>s</u> remains dependent on <u>his/her their</u> parents/guardians, the parents/guardians shall have access to the student's records and the student's consent is not needed.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1. The right to inspect and review the student's education records within forty-five (45) days of the day the district receives a request for access. Parents/guardians or eligible students should submit <u>a written request</u> to the district records custodian <del>a written request</del> that identifies the record(s) they wish to inspect. The records custodian will <u>make arrangements arrange</u> for access and notify the parent/guardian or eligible student of the time and place where they may inspect the records <u>may be inspected</u>.
- 2. The right to request the amendments of to the student's education records that the parent/guardian or eligible student believes is to be inaccurate or misleading. Parents/guardians or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- 3. Parents/guardians or eligible students have a right to inspect or review information including when the student is a dependent under IRS tax code, when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 21), and when the information is needed to protect the health or safety of the student or other individuals.
- 34. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permitting disclosure without consent are: disclosure deemed by the district as necessary to protect the health or safety of the student or other individuals and disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- **45**. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue S.W. Washington, D.C. 20202-8520

3600P

Page 4 of 12

# C. Staff

Staff or other school officials who have a legitimate, educational interest in a student shall have access to the cumulative folder and any supplementary records.

# D. Districts

Other districts shall be provided with records upon official request from the district, unless the student has an outstanding fee or fine. In those instances, the enrolling school will be provided with the student's academic performance, special placement, immunization history, and discipline records, official juvenile court records, and history of violence within two (2) school days, but the official transcript will be withheld until the fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an outstanding fee or fine. At the time of transfer of the records, the parents/guardians or adult students may receive a copy of the records at his/her their expense if requested and shall have an opportunity to challenge the contents of the records. Parents/guardians shall be advised through the annual Student Rights and Responsibilities Handbook that student records shall be released to another school where the student has enrolled or intends to enroll.

# E. Other Persons and Organizations

Prospective employers may request to review the transcript of a student. Each parent/guardian or adult student shall be advised at least annually that such requests shall be honored only upon a signed release of the parent/guardian or adult student. Information contained in the cumulative folder and supplementary records of a student shall be released to persons and organizations other than the student, parent/guardian, staff and other districts only with the written consent of the parent/guardian or adult student with the following exceptions:

- Directory information may be released publicly without consent upon the condition that
  the parent/guardian or adult student be notified annually of the school's intention to
  release such information and be provided the opportunity to indicate that such
  information is not to be released without prior consent. Such information shall not be
  released for commercial reasons.
  - Directory information is defined as the student's name; grade level; dates of enrollment; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees; honors, and awards received; schools attended in the district, work created by the student for school-related publications and purposes; and/or photographs of students for school-related publications or purposes. The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information. Social security numbers, student identification numbers (with authentication factors such as a secret password or personal identification number) or other personally identifiable information is not considered directory information.
- 2. Information may be released to authorized representatives of the comptroller general of the United States, the commissioner of education, and/or an administrative head of an education agency or state education authorities in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of the federal legal requirements for such programs.

- 3. Information may be released to state and local officials to whom such information is specifically required to be reported or disclosed pursuant to Washington state statute (examples: reporting child abuse or referrals to juvenile court for truancy or a local Community Truancy Board).
- 4. Information may be released to organizations conducting studies for educational agencies for the purpose of developing, validating or administering predictive tests or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents/guardians by persons other than the representatives of such organizations and if such information shall be destroyed when no longer needed for the purpose for which it has been gathered.
- 5. Information may be released in compliance with a judicial order or lawfully issued subpoena including ex parte court orders under the USA Patriot Act, upon condition that a reasonable effort was made to notify the parent/guardian or adult student in advance of such compliance unless such notice is not allowed by the court order or subpoena. In compliance with the federal Uninterrupted Scholar's Act of 2013, when a parent is a party to a court proceeding involving child abuse or neglect (as defined in Section 3 of the child Abuse and Prevention and Treatment Act (42 U.S.C. 5101) or dependency matters, and the order is issued in the context of that proceeding, the district is not required to provide additional notice (i.e., in addition to the court's notice) to the parent prior to release of the information.
- 6. Information may be released to appropriate persons and agencies in connection with an emergency to protect the health or safety of the student or other persons. The district will take into account the totality of the circumstance and determine if there is an articulable and significant threat to the health or safety of the student or other individuals. When information from a student's record, other than directory information, is released to any person or organization other than staff, a record of such release shall be maintained as part of the specific record involved. Telephone requests for information about students shall not be honored unless the identity of the caller is known and the caller is authorized to receive the information under provisions of these procedures. A record shall be made of any such release of information and placed in the student's cumulative folder. This record of access shall include date of access, name of the party granted access and the legitimate educational interest of the party granted access (Form: Record of Access to Student Records).
- 7. In compliance with the federal Uninterrupted Scholar's Act of 2013, information regarding students in foster care may be released without prior written consent of the parent or eligible student to agency caseworkers or other representatives of state or local child welfare agencies or tribal organizations who are legally responsible for the care and protection of the student, for purposes related to the student's case plan.
- 8. A high school student and/or parent/guardian may grant authority to the district permitting prospective employers to review the student's transcript.

# **Confidential Health Records**

Confidential health records should be stored in a secure area accessible only to the principal/designee and/or school nurse, unless an appropriately executed release under <a href="RCW">RCW</a>
70.02, Medical records—Health care information access and disclosure, has been obtained. Such records are also covered by FERPA, permitting parent/guardian access to review and otherwise exercise FERPA rights regarding the records. There is a higher standard of confidentiality and minor student's rights of privacy for records pertaining to HIV, sexually transmitted diseases, drug or alcohol treatment, mental health treatment, family planning, or abortion. The releases for information regarding sexually transmitted diseases, HIV and drug or alcohol treatment is more restrictive than ordinary medical releases.

#### **Challenges and Hearings**

Schools and departments shall inform **the** parents/guardians or adult students of **his/her** their rights regarding student records by providing notice of the following items:

- A. Types of records maintained;
- B. Name of custodian;
- C. Person other than parent/guardian or adult student having access to records and the purposes for such access;
- D. Inspection, review, challenge and hearing rights;
- E. Concurrent rights of minor students;
- F. Costs for copying records; and
- G. Directory information categories.

Forms used in connection with these procedures shall contain information required by law to notify parents/guardians, adult students and others of their respective rights and duties.

At the time of inspection and review, the parent/guardian or adult student granted access to records may challenge the appropriateness and accuracy of any record directly related to the student and may demand correction or deletion. Custodians (teacher, counselor, nurse, psychologist) may honor such demands by correcting or deleting records which are misleading, violative of violate privacy, or inaccurate, provided that the senior custodian (principal or department head) concurs.

If the <u>senior custodian denies the</u> demanded correction or deletion <u>is denied by the senior custodian</u>, the parent/guardian or adult student may request an informal hearing before the superintendent or designee, which hearing shall be held within ten (10) school days of the receipt of such request. During the hearing, the superintendent or designee shall review the facts as presented by the parent/guardian or adult student and the custodian and decide whether or not to order the demanded correction or deletion. The superintendent or designee shall send <u>his/her a</u> written decision to the parent/guardian or adult student within ten (10) school days of the hearing.

Upon denial of correction or deletion by the superintendent or designee, the parent/guardian or adult student may <u>make a written</u> request <u>in writing for</u> a <u>board</u> hearing <u>before the board</u>, which <u>is closed to the public hearing shall to</u> be conducted <u>with the board's at its</u> next regular meeting. During such hearing, <u>which shall be closed to the public</u>, the board shall review the facts as presented by the parent/guardian or adult student and senior custodian and decide whether or not to order the demanded correction or deletion. The board shall send its written decision to the parent/guardian or adult student within ten (10) school days of the hearing.

Parents/guardians or adult student challenging the appropriateness and accuracy of student records may insert a written explanation of their objections in such records.

# **Maintenance of Student Records**

The student's principal, counselor, or teacher shall be the custodian of the cumulative folder and supplementary records. The coordinator of special services shall be the custodian of the supplementary records for special education students. Duplicate copies of all guidance case study reports and reports from non-school agencies contained in a student's supplementary record may be maintained in the district office under the supervision of the superintendent or designee.

#### Custodians shall:

- A. Maintain only those records authorized by these procedures;
- B. Safeguard student records from unauthorized use and disposition;
- C. Maintain access records;
- D. Honor access requests for parent/guardian or adult student;
- E. Delete or correct records upon approval of the senior custodian or upon order of the superintendent or designee or the board; and
- F. Follow the records review schedule and procedures established by the senior custodian.

Senior custodians may assume the duties of custodians and shall:

- A. Request student records from other schools;
- B. Maintain security of student records;
- C. Transfer, destroy, and expunge records as permitted;
- D. Supervise activities of their custodians;
- E. Conduct informal hearings and grant or deny approval of corrections or deletions requested by parents/guardians or adult student;
- F. Establish records review schedules and procedures for their respective schools or departments in accordance with procedures for governing records disposition (Psychological test scores shall be reviewed annually to determine their relevance to the continuing educational needs of the student.);

- G. Upon transfer of the student to the next level (elementary to middle school, middle school to high school) or upon graduation or transfer outside the district, remove for retention, preservation or destruction in accordance with applicable disposition procedures any records no longer pertinent to educational program placement; and
- H. Certify to the district records custodian by June 30 of each year the following:
  - 1. Only records pertinent to educational program placement are being maintained, unless otherwise authorized by law, and
  - 2. Required reviews have been accomplished.

The district records custodian shall provide overall supervision of student records management and control and shall enforce the student records policy and the administrative procedures.

The district will use an array of methods to protect records, including passwords, physical controls (such as locked cabinets), technological controls (such as role-based access controls for electronic records) and administrative procedures.

# **Disposition of Student Records**

The permanent student record shall serve as the record of the student's school history and academic achievement. Permanent records filed in the student's cumulative folder are to be extracted and retained before disposition of the folder.

Within ten (10) days after receiving a request, the district will furnish a set of unofficial educational records to the parent/guardian of a student transferring out of state who meets the definition of a child of a military family in transition. When a student transfers to another school in the district, all records including the permanent student record shall be transmitted to the other school.

When a student transfers to a school outside of the district, the senior custodian shall purge the cumulative folder of all non-official, extraneous information. A copy of all records will be sent to the requesting school, unless the student has an outstanding fee or fine. In those instances, the enrolling school will be provided with the student's academic performance, special placement, immunization history and discipline records within two (2) school days, and the records will be sent as soon as possible. The official transcript will be withheld until the fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an outstanding fee or fine.

The student's cumulative folder shall be maintained for three (3) years after the student graduates or withdraws from the district. In all cases, the student's permanent record shall be retained by the district for 100 years.

3600P

Page 9 of 12

Contents of a student's supplementary records shall be maintained for three (3) years. Special education student records shall be maintained for six (6) years after the student graduates or separates from the program. At the time a student graduates from school or ceases to need special educational services, the parent/guardian or adult student shall be informed that record information regarding the disabling condition is no longer needed <u>for educational purposes</u>

<u>AND that the special education records will be retained by the district for six (6) years</u>

<u>before being destroyed pursuant to the School Districts and Educational Districts Records</u>

<u>Retention Schedule approved in accordance with RCW 40.14.070</u>.

In When informing the parents/guardians or adult students about his/her their rights regarding such records, the district shall advise the parents/guardians or adult students that information may be needed by the student or the parent/guardian to establish eligibility for certain adult benefits, e.g., social security AND that the parent/guardian/adult student should ensure that they possess the necessary documentation, or request copies of certain records from the district BEFORE the district records are destroyed in six (6) years. At the parent's/guardian's or adult student's request, the record information relating to the disabling condition shall be destroyed but ONLY after the records have met their six (6) year retention requirement pursuant to the School Districts and Educational Districts Records Retention Schedule. The district may, in its discretion, choose to retain these records for a longer period of time for business purposes.

**A p**<u>P</u>arent<u>s</u>/guardian<u>s</u> or adult student<u>s</u>, at <u>his/her their</u> expense, may receive a copy of all records to be transmitted to another district.

# **Large Scale Destruction of Student Records**

After exercising care in accordance with that contained in the previous section (Disposition of Student Records), the senior custodian shall bundle all records and send them to the district office. Each bundle shall be plainly marked: "Student Records—for Destruction," dated and signed by the senior custodian. A summary sheet shall be completed and retained in the office. The sheet shall indicate: "As of this date, I have determined that the following records may be destroyed in accordance with district and state requirements and have submitted them for destruction." The summary sheet shall be dated and signed by the senior custodian.

#### **Electronic Records**

Electronic records (including email and web content) created and received by the district in the transaction of public business are public records for the purposes of RCW 40.14 and will be managed consistent with all of the laws and regulations governing the retention, disclosure, destruction and archiving of public records. The district will manage electronic records according to the same provisions as paper documents as set forth in the records retention schedules. Electronic records will be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. The district will retain electronic records designated as archival in the original format along with the hardware and software required to read the data, unless the data has been successfully migrated to a new system. (The district will retain records in compliance with the General Records Retention Schedule for School Districts and Educational Service Districts in Washington State found at <a href="http://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedules-for-School-Districts-and-Educational-Service-Districts.aspx">http://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedules-for-School-Districts-and-Educational-Service-Districts.aspx</a>).

3600P

Page 10 of 12

Cross References: Board Policy 3413 Student Immunization and Life

**Threatening Health Conditions** 

Board Policy 3600 Student Records

Board Policy 6550 Data Security and Privacy

Adopted: September 1981 Revised: May 14, 1984 Revised: March 20, 1995 Revised: June 1999 Updated: April 2001 Revised: January 2006 Revised: March 2009 Updated: January 2012 Revised: June 2012 Revised: <u>December 2012</u> Revised: June 2015 Updated: January 2016 January 2017 Revised: Updated: February 2018 PROPOSED: January 2019



3600P

Page 11 of 12

# **DOCUMENTATION OF ACCESS TO STUDENT RECORDS**

P. O. Box 2098 Everett, WA 98213

NAME	DATE OF ACCESS	PURPOSE OF ACCESS



October 2018

Revised:

**3600P** Page 12 of 12

# **Everett Public Schools Student FERPA Request**

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents/guardian certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of eighteen (18) or attend a school beyond the high school level. Students between the age of sixteen (16) and eighteen (18) years old who have been granted legal emancipation from their parent/guardian have the same FERPA rights as eighteen-year-old students.

Student Name		_	Date		
Documentation of Emancipated Stat	us (age 16-	18 only)			
Court Emancipation Docume	nt*				
Parents/guardians income tax	es show stu	dent is no longer li	sted as a dependent	*	
My initials indicate the educational i	nformation	no longer accessi	ble to my parent/g	guardian	
Grades:	_	Initial			
Attendance:	_	Initial			
Discipline:	_	Initial			
Access to LMS:	_	Initial			
Address and phone nu	mber: _	Initial			
To whom, if anyone, may the above-m	entioned in	formation be releas	ed:		
Name		Relationship			
Name		Relationship			
**In the event of an emergency, who	om should v	ve contact?			
Name		Phone Relationship			
By signing this form as an emancipate responsible for my attendance, discipli notifications, and for completion of all form will be forwarded to my parent/g	ne, and stud graduation	lent records, school	authorizations, per	missions, and	
Student Signature			Student #	Date	
Administrator	Date	Counselor		Dat	
Once this form is signed by the studen information with the school registrar.	t and school	administrator, the	student must update	e their person	