

COMMUNITY RELATIONS

Public Access to District Records

The district shall afford full access to public records concerning the administration and operations of the district in accordance with the Public Records Act. Public access to district records shall be afforded according to the procedures developed by the superintendent.

Access to student records is primarily controlled by the Family Educational Rights and Privacy Act ([20 U.S.C. § 1232g. 34 CFR Part 99](#)).

The superintendent or designee shall serve as the district's "public records officer" with responsibility and authority for ensuring compliance with the provisions of federal and state law and this policy. The public records officer will authorize the inspection and copying of records only in accordance with the criteria established by law and district policy and procedure.

If the district denies any request, in whole or in part, for inspection and copying of records, the district shall provide the requesting party with a written statement of the reason for the denial with reference to the specific statutory exemption. The superintendent may establish procedures authorizing the public records officer to seek an injunction to prevent the disclosure of certain records.

The public records officer will not provide access to lists of persons when the requesting party intends to use the list for commercial purposes or when the public records officer has good reason to believe that there is a commercial purpose for the request.

Cross references:	Board Policy 1000	Legal Status and Operation
	Board Policy 2124	Digital Citizenship and Media Literacy
	Board Policy 2125	Web-based Resources and Other Online Educational Services
	Board Policy 3600	Student Records
	Board Policy 4131	Confidential Communications
	Procedure 4340P	Public Access to District Records
	Board Policy 5230	Personnel Files
	Board Policy 6560	Records Management and Retention
Legal references:	Chapter 5.60 RCW	Witnesses—Competency
	RCW 13.04.155 (3)	Notification to designated recipient of adjudication or conviction—Information exempt from disclosure
	RCW 26.44.010	Declaration of purpose

[RCW 26.44.030\(9\)](#)[RCW 28A.605.030](#)[RCW 28A.635.040](#)[Chapter 40.14 RCW](#)[Chapter 42.17A RCW](#)[Chapter 42.56 RCW](#)[Chapter 392-172A WAC](#)[Public Law 98-24](#)[20 U.S.C. § 1232g](#)[20 U.S.C. § 1400 et. seq.](#)[42 U.S.C. § 1758\(b\) \(6\)](#)[34 CFR Part § 300](#)[45 CFR Part § 160-164](#)

Reports—Duty and authority to make—
 Duty of receiving agency—Duty to notify—
 Case planning and consultation—Penalty for
 unauthorized exchange of information—
 Filing dependency petitions—
 Investigations—Interviews of children—
 Records—Risk assessment process
 Student education records—Parental
 review—Release of records—Procedure
 Examination questions—Disclosing—
 Penalty
 Preservation and destruction of public
 records
 Campaign disclosure and contribution
 Public Records Act
 Provision of special education services
 Section 527 of the Public Health Services
 Act, 42 U.S.C. 290dd-2
 Federal Education Rights Privacy Act
 (FERPA)
 Individuals with Disabilities Education Act
 (IDEA)
 The Public Health and Welfare
 Assistance to States for the Education of
 Children with Disabilities
 General Administrative Requirements,
 Administrative Requirements and Security
 and Privacy

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