

PROPOSED REVISION



3600
Page 1 of 4

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, permitting 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 diploma **shall may** 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, the district will send all of the student's records to the enrolling school regardless of such outstanding fees or fines. The content of those records shall be communicated to the enrolling district within two (2) school days and copies of the records shall be sent as soon as possible.**

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

PROPOSED REVISION

3600

Page 2 of 4

Cross references:	Board Policy 2100	Educational Opportunities for Students with a Parent/Legal Guardian in the Military
	Board Policy 2105	Educational Research
	Board Policy 2124	Digital Citizenship and Media Literacy
	Board Policy 2125	Web-based Resources and Other Online Educational Services
	Board Policy 2210	Special Education and Related Services for Eligible Students
	Board Policy 3115	Enrollment Rights and Services for Homeless Students
	Board Policy 3143	District Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm
	Board Policy 3213	Gender-Inclusive Schools
	Board Policy 3230	Student Privacy
	Board Policy 3244	Students Riding School Buses or Other District-Provided Transportation
	Board Policy 3250	Release of Student Directory Information
	Board Policy 3520	Student Fees, Fines, Charges
	Procedure 3600P	Student Records
	Board Policy 3610	Child Custody
	Board Policy 4131	Confidential Communications
	Board Policy 4340	Public Access to District Records
	Board Policy 4411	Working Relationships with Law Enforcement, Child Protective Services and the County Health Department
	Board Policy 6550	Data Security and Privacy
	Board Policy 6560	Records Management and Retention
Legal references:	RCW 13.04.155	Notification to school principal of conviction, adjudication, or diversion agreement—Provision of information to teachers and other personnel—Confidentiality
	RCW 28A.150.510	Transmittal of education records to department of children, youth, and families—Disclosure of educational records—Data-sharing agreements—Comprehensive needs requirement document—Report
	RCW 28A.195.070	Official transcript withholding—Transmittal of information
	RCW 28A.225.151	Student-level truancy data—Reports—Data protocols and guidance for school districts

PROPOSED REVISION

3600

Page 3 of 4

RCW 28A.225.330	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.230.120	High school diplomas—Issuance—Option to receive final transcripts—Notice
RCW 28A.230.180	Access to campus and student information directories by official recruiting representatives—Informing students of educational and career opportunities
RCW 28A.320.128	Notice and disclosure policies—Threats of violence—Student conduct—Immunity for good faith notice—Penalty
RCW 28A.600.475	Exchange of information with law enforcement and juvenile court officials— Notification of parents and students
RCW 28A.605.030	Student education records—Parental review—Release of records—Procedure
RCW 28A.635.060	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
RCW 40.24.030	Address confidentiality program— Application—Certification—Form— Vehicle and vessel information
Chapter 70.02 RCW	Medical records—Health care information access and disclosure
WAC 181-87-093	Failure to assure the transfer of student record information or student records
Chapter 246-105 WAC	Immunization of childcare and school children against certain vaccine-preventable diseases
WAC 392-121-182	Alternative learning experience requirements
WAC 392-122-228	Alternative learning experiences for juvenile students incarcerated in adult jail facilities
Chapter 392-172A WAC	Rules for the provision of special education
Chapter 392-182 WAC	Student—Health records
Chapter 392-415 WAC	Secondary education—Standardized high school transcript
WAC 392-500-025	Pupil tests and records—Pupil personnel records—School district policy in writing
Chapter 434-840 WAC	Address confidentiality program

PROPOSED REVISION

3600
Page 4 of 4

[Family Education Rights and Privacy Act](#)
[Records Retention Schedule for School Districts and ESDs](#)
[42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act](#)

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