

PROPOSED REVISION



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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 [Public Schools \(K-12\) 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 may not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment.~~

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

Cross references: [Board Policy 2100](#)

[Board Policy 2105](#)

[Board Policy 2124](#)

[Board Policy 2125](#)

[Board Policy 2210](#)

[Board Policy 3115](#)

Educational Opportunities for Students with
a Parent/Legal Guardian in the Military
Educational Research
Digital Citizenship and Media Literacy
Web-based Resources and Other Online
Educational Services
Special Education and Related Services for
Eligible Students
Enrollment Rights and Services for
Homeless Students

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[Board Policy 3213](#)

[Board Policy 3230](#)

[Board Policy 3244](#)

[Board Policy 3250](#)

[Board Policy 3520](#)

[Procedure 3600P](#)

[Board Policy 3610](#)

[Board Policy 4131](#)

[Board Policy 4340](#)

[Board Policy 4411](#)

[Board Policy 6550](#)

[Board Policy 6560](#)

Legal references:

[RCW 9.02.100](#)

[RCW 13.04.155](#)

[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.320.128](#)

[RCW 28A.600.475](#)

[RCW 28A.605.030](#)

Gender-Inclusive Schools

Student Privacy

Students Riding School Buses or Other

District-Provided Transportation

Release of Student Directory Information

Student Fees, Fines, Charges

Student Records

Child Custody

Confidential Communications

Public Access to District Records

Working Relationships with Law

Enforcement, the Department of Children,

Youth, and Families, and the Local Health

Department

Data Security and Privacy

Records Management and Retention

Reproductive privacy—Public policy

Notification to designated recipient of

adjudication or conviction—Information

exempt from disclosure

Transmittal of education records—

Disclosure of education records—Data-

sharing agreements

Official transcript withholding—Transmittal

of information

Student-level truancy data—Reports—Data

protocols and guidance for school districts

Enrolling students from other districts—

Requests for information and permanent

records—Immunity from liability—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

Notice and disclosure policies—Threats of

violence—Student conduct—Immunity for

good faith notice—Penalty

Exchange of information with law

enforcement and juvenile court officials—

Notification of parents and students

Student education records—Parental

review—Release of records—Procedure

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[RCW 28A.635.060](#)

[RCW 40.24.030](#)

[RCW 70.02.220](#)

[RCW 70.02.240](#)

[RCW 70.02.265](#)

[WAC 181-87-093](#)

[Chapter 246-105 WAC](#)

[WAC 392-121-182](#)

[WAC 392-122-228](#)

[Chapter 392-172A WAC](#)

[Chapter 392-182 WAC](#)

[Chapter 392-415 WAC](#)

[WAC 392-500-025](#)

[Chapter 434-840 WAC](#)

[42 CFR § 2.14](#)

[Family Educational Rights and Privacy Act](#)

[Records Retention Schedule for School Districts and ESDs](#)

[The McKinney-Vento Homeless Assistance Act](#)

Defacing or injuring school property—
Liability of pupil, parent, or guardian—
Withholding diplomas—Suspension and
restitution—Community service program as
alternative—Publication of information on
withheld diplomas—Student rights protected
Address confidentiality program—
Application—Certification—Form—
Vehicle and vessel information
Sexually transmitted diseases—Permitted
and mandatory disclosures
Mental health services—Minors—Permitted
disclosures
Adolescent behavioral health services—
Disclosure of treatment information and
records—Restrictions and requirements—
Immunity from liability
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
Alternative learning experiences for juvenile
students incarcerated in adult jail facilities
Provision of special education services
Student—Health records
Secondary education—Standardized high
school transcript
Pupil tests and records—Pupil personnel
records—School district policy in writing
Address confidentiality program
Minor patients

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