

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 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, discipline actions, official juvenile court records, and history of violence 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 Educational Opportunities for Military Children Board Policy 2105 Educational Research Board Policy 2124 Digital Citizenship and Media Literacy Board Policy 2125 Web-based Curricular Materials, Classroom Websites and Achievement Tracking Products Board Policy 2210 Special Education and Related Services for Eligible Students Board Policy 3115 Education for Homeless Students Board Policy 3143 District Notification of Juvenile Offenders Board Policy 3213 Transgender Students Board Policy 3230 Student Privacy Board Policy 3244 Riding School Buses 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 social and health services—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 Reports 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
RCW 70.02	Medical records—Health care information access and disclosure
WAC 181-87-093	Failure to assure the transfer of student record information or student records
WAC 246-105	Immunization of child care 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
WAC 392-172A	Rules for the provision of special education
WAC 392-182	Student—Health records
WAC 392-415	Secondary education—Standardized high school transcript
WAC 392-500-025	Pupil tests and records—Pupil personnel records—School district policy in writing
WAC 434-840	Address confidentiality program
Family Education Rights and Privacy Act	
Records Retention Schedule for School Districts and ESDs	

Adopted: November 21, 1980
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