

## **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.

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

Cross references:	<a href="#">Board Policy 2100</a>	Educational Opportunities for Students with a Parent/Legal Guardian in the Military
	<a href="#">Board Policy 2105</a>	Educational Research
	<a href="#">Board Policy 2124</a>	Digital Citizenship and Media Literacy
	<a href="#">Board Policy 2125</a>	Web-based Resources and Other Online Educational Services
	<a href="#">Board Policy 2210</a>	Special Education and Related Services for Eligible Students
	<a href="#">Board Policy 3115</a>	Enrollment Rights and Services for Homeless Students
	<a href="#">Board Policy 3213</a>	Gender-Inclusive Schools
	<a href="#">Board Policy 3230</a>	Student Privacy
	<a href="#">Board Policy 3244</a>	Students Riding School Buses or Other District-Provided Transportation

[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](#)

[RCW 28A.635.060](#)

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  
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

<a href="#">RCW 40.24.030</a>	Address confidentiality program— Application—Certification—Form— Vehicle and vessel information
<a href="#">RCW 70.02.220</a>	Sexually transmitted diseases—Permitted and mandatory disclosures
<a href="#">RCW 70.02.240</a>	Mental health services—Minors—Permitted disclosures
<a href="#">RCW 70.02.265</a>	Adolescent behavioral health services— Disclosure of treatment information and records—Restrictions and requirements— Immunity from liability
<a href="#">WAC 181-87-093</a>	Failure to assure the transfer of student record information or student records
<a href="#">Chapter 246-105 WAC</a>	Immunization of child care and school children against certain vaccine-preventable diseases
<a href="#">WAC 392-121-182</a>	Alternative learning experience requirements
<a href="#">WAC 392-122-228</a>	Alternative learning experiences for juvenile students incarcerated in adult jail facilities
<a href="#">Chapter 392-172A WAC</a>	Provision of special education services
<a href="#">Chapter 392-182 WAC</a>	Student—Health records
<a href="#">Chapter 392-415 WAC</a>	Secondary education—Standardized high school transcript
<a href="#">WAC 392-500-025</a>	Pupil tests and records—Pupil personnel records—School district policy in writing
<a href="#">Chapter 434-840 WAC</a>	Address confidentiality program
<a href="#">42 CFR § 2.14</a>	Minor patients
<a href="#">Family Educational Rights and Privacy Act</a>	
<a href="#">Records Retention Schedule for School Districts and ESDs</a>	
<a href="#">The McKinney-Vento Homeless Assistance Act</a>	

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