

Student Records

The district will 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 will 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 for 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.

The district will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule, both of which are published on the Secretary of State's website at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent 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.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district, permitting prospective employers to review the student's transcript. Parental or adult student consent will 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 or designee will establish procedures governing the content, management, and control of student records.

Cross References: 2100 - Educational Opportunities for Military Children
 3115 – Students Experiencing Homelessness - Enrollment Rights and Services
 3211 – Gender-Inclusive Schools
 3520 - Student Fees, Fines, or Charges
 4020 - Confidential Communications
 4040 - Public Access to District Records

Legal References: 20 U.S.C. 1232g, 34 CFR, Part 99 Family Educational Rights and Privacy Act
42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act
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.
RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability 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.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 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases
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 181-87-093 Failure to assure the transfer of student record information or student records
WAC 392-121-182 Alternative learning experience requirements
WAC 392-122-228 Alternative learning experiences for juvenile students incarcerated in adult jail facilities
WAC 392-500-025 Pupil tests and records — Pupil personnel records - School district policy in writing

Management
Resources:

- 2019- July Issue
- 2018 - December 2018 - December Policy Issue
- Records Retention Schedule for School Districts and ESDs (updated 2014)
- 2014 - December Issue
- 2013 - February Issue
- 2010 - February Issue
- 2003 - December Issue
- 2001 - April Issue