

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 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.

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 which permits 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 grades report, transcript or diploma will 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 the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling District within two (2) school days and copies of the records will be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine.

The Superintendent will establish procedures governing the content, management and control of student records.

Cross Reference(s)

Board Policy 2100 – Educational Opportunities for Military Children

Board Policy 3211 – Transgender Students

Board Policy 3520 – Student Fees, Fines, Charges

Board Policy 4020 – Confidential Communications
Board Policy 4040 – Public Access to District Records

Legal Reference(s)

20 U.S.C. 1232(g) – Family Education Rights and Privacy Act
CFR 34 , Part 99 – Family Education Rights and Privacy Act Regulations
RCW 28A.150.510 – Transmittal of Education Records to DSHS – 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 – Educational and Career Opportunities in the Military, Student Access to Information On, When
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
WAC 246-105 – Immunization of Child Care and School Children Against Certain Vaccine-Preventable Diseases
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 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 – Tests – School District Policy in Writing

Management Resource(s)

Records Retention Schedule for School Districts and ESDs (updated 2014)
Policy News, December 2014
Policy News, February 2013
Policy News, February 2010
Policy News, December 2003
Policy News, April 2001

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