

## 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.

The district will retain records in compliance with the General Records Retention Schedule for School Districts and Educational Service Districts in Washington State found at: [www.sos.wa.gov/archives/recordsretentionschedules.aspx](http://www.sos.wa.gov/archives/recordsretentionschedules.aspx).

Student records are the property of the district but shall 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 shall 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 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 grades 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 the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions 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 released 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.

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Cross References: Board Policy 3520  
4020  
4040

Student Fees, Fines, Charges  
Confidential Communications  
Public Access to District Records

Legal References: 20 U.S.C. § 1232g  
CFR 34, Part 99

Family Education Rights and Privacy Act  
Family Education Rights and Privacy Act Regulations

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
	28A.230.120	High school diplomas —Issuance— Option to receive final transcripts—Notice
	28A.230.180	Educational and career opportunities in the military, student access to information on, when
	28A.635.060	Defacing or injuring school property--Liability of pupil, parent or guardian
	40.24.030	Address Confidentiality Program-- Application--Certification
RCW	70.02	Medical records--health care information access and disclosure
WAC	392-500-025	Pupil tests and records--Pupil personnel records--School district policy in writing
	392-415	Secondary education--standardized high school transcript
	181-87-093	Failure to assure the transfer of student record information or student records
	246-105	Immunization of child care and school children against certain vaccine-preventable diseases
	392-415-060—070	State standardized high school transcript
Management Resources:	<i>Policy News</i> , April 2001	Compliance Office Provides FERPA Update
	<i>Policy News</i> , December 2003	Updated Legal References for Cathertization, Facilities Planning and Student Records Policies
	<i>Policy News</i> , February 2010	Family Education Rights and Privacy Act Revisions