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 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, discipline actions, official juvenile court records, and history of violence will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two 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. However, for students who meet the definition of homeless, the district will make all the student's records readily available to the enrolling school regardless of outstanding fees or fines.¶~~
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:

Board Policy 2100	Educational Opportunities for Military Children
Board Policy 3211	Transgender Students
Board Policy 3520	Student Fees, Fines, or Charges
Board Policy 4020	Confidential Communications
Board Policy 4040	Public Access to District Records

Board Policy 3115	Students Experiencing Homelessness – Enrollment Rights and Services

Legal References:		
	20 U.S.C. 1232g	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
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 — Tests— School district policy in writing
42 U.S.C. 11431 et seq.	McKinney-Vento Homeless Assistance Act

Management Resources: 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

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