

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 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 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.

The superintendent or designee will establish procedures governing the content, management, and control of student records.

Cross References:

- 2100 – Educational Opportunities for Students with a Parent in the Military
- 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 Family Educational Rights and Privacy Act
- CFR 34, Part 99 Family Educational Rights and Privacy Act
- 42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act
- 42 CFR § 2.14 Minor patients
- RCW 9.02.100 – Reproductive privacy – Public policy
- 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

Board Signature:

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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

RCW 70.02.220 Sexually transmitted diseases—Permitted and mandatory disclosures

RCW 70.02.240 Mental health services—Minors—Permitted disclosures

RCW 70.02.265 Adolescent behavioral health services—Disclosure of treatment information and records—Restrictions and requirement—Immunity from liability

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:

- 2023 – July Issue
- 2022 – December Issue
- 2021 – June Issue
- 2019 – July Issue
- Records Retention Schedule for School Districts and ESDs (updated 2014)
- 2018 – December Issue
- 2014 – December Issue
- 2013 – February Issue

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2010 – February Issue
2003 – December Issue
2001 – April Issue

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