

## 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 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](http://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 shall establish procedures governing the content, management, and control of student records.

Cross References:	2100 Educational Opportunities for Students with a parent
Board Policy	in the Military
	3115 Students Experiencing Homelessness – Enrollment
	Rights and Services
	3211 Gender-Inclusive Schools

3520 Student Fees, Fines, 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
CFR 45, Part 99	Family Education Rights and Privacy Act Regulations
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.
<u>RCW 28A.195.070</u>	Official transcript withholding – Transmittal of information
<u>RCW 28A.225.151</u>	Student-level truancy data -Reports-Data protocols and guidance for school districts
<u>RCW 28A.225.330</u>	Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts, effect — Immunity from liability — Rules
<u>RCW 28A.230.120</u>	High school diplomas – Issuance_Option to receive final transcripts-- Notice
<u>RCW 28A.230.180</u>	Access to campus and student information directories by official recruiting representatives—Informing students of Educational and career opportunities
<u>RCW 28A.600.475</u>	475 Exchange of information with law enforcement and juvenile court officials – Notification of parents and students.
<u>RCW 28A.605.030</u>	Student education records – Parental review—release of records— Procedure.
<u>RCW 28A.635.060</u>	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
40.24.030	Address Confidentiality Program — Application - Certification – Form – Vehicle and vessel information

Chapter 246-105 WAC	Immunization of childcare and school children against certain vaccine- preventable diseases
Chapter 392-172A WAC	Rules for the provision of special education
Chapter 392-182	Student Health Records
Chapter 392-415-WAC	Secondary Education- standardized high school transcript
WAC 180-87-093	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:	June 2021 Policy News	
	July 2019 Policy News	
	December 2018 Policy News	
	Records Retention Schedule for School Districts and ESDs (updated 2014)	
	<i>Policy News</i> , Dec. 2014	Policy and Procedure 3231
	<i>Policy News</i> , Feb. 2013	Policy and Procedure 3231
	<i>Policy News</i> , Feb. 2010	Family Education Rights and Privacy Act Revisions
	<i>Policy News</i> , Dec. 2003	Updated Legal References for Catheterization, Facilities Planning and Student Records Policies
<i>Policy News</i> , April 2001	Compliance Office Provides FERPA Update	

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