

STUDENT RECORDS

The Puget Sound Educational Service District (PSESD) will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of its programs and as required by law. All information related to individual students will be treated in a confidential and professional manner. PSESD will use reasonable methods to ensure that teachers and other program staff 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, PSESD employees are immune from civil liability unless they acted with gross negligence or in bad faith.

PSESD 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.

Student records are the property of PSESD 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 the student’s resident district when the student returns to their home district and to other school agencies upon request. A high school student may grant authority to the PSESD which permits prospective employers to review the student’s transcript. Parental or adult student consent will be required before PSESD may release student records other than to a school agency or organization, except as otherwise provided by law.

The superintendent will establish procedures governing the content, management and control of student 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
	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.635.060	Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diploma, or

40.24.030	transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected
Chapter 70.02 RCW	Address Confidentiality Program — Application — Certification Medical records — health care information access and disclosure
WAC 181-87-093	Failure to assure the transfer of student record information or student records
Chapter 246-105 WAC	Immunization of child care and school children against certain vaccine- preventable diseases
Chapter 392-415-WAC	Secondary Education- standardized high school transcript
WAC 392-500-025	Pupil tests and records — Tests— School district policy in writing

Adopted: November 1977
Revised: March 1979
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Previous Policy: #5000

Relevant PSESD Board Governance Policy: EL 3, Treatment of Stakeholders