

## STUDENT RECORDS: 3231

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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. 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. 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 (2) 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/designee shall establish procedures governing the content, management and control of student records.

Cross References: Administrative Policy – 3520      Student Fees, Charges  
Administrative Policy – 4020      Confidential Communications

Legal References: 20 U.S.C. § 1232g      Family Education Rights and Privacy Act  
CFR 45, Part 99      Family Education Rights and Privacy Act  
Regulations  
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

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Adopted and Revised under Policy Governance – 04/10/12  
Formerly Policy – 3600; Adopted or Previously Revised – 6/23/97

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| Legal References<br>(Continued) | RCW 28A.635.060 | Defacing or injuring school property-Liability of parent or guardian-Withholding grades, diplomas, or transcripts-Suspension and restitution-Voluntary work program as alternative-Rights protected |
|                                 | RCW 40.24.030   | Address Confidentiality Program-Application-Certification                                                                                                                                           |
|                                 | RCW 70.02       | Medical records-health care information access and disclosure                                                                                                                                       |
|                                 | WAC 246-105     | Immunization of child care and school children against certain vaccine-preventable diseases                                                                                                         |
|                                 | WAC 181-87-093  | Failure to assure the transfer of student record information or student records                                                                                                                     |
|                                 | WAC 392-415     | Secondary education-Standardized high school transcript                                                                                                                                             |
|                                 | WAC 392-500-025 | Pupil tests and records-Pupil personnel records-School district policy in writing                                                                                                                   |