

STUDENTS

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 in which they have legitimate educational interests. The district will retain records in compliance with the General Records Retention Schedule for School Districts and Educational Service Districts in Washington State.

Student records are the property of the district but will be available in an orderly and timely manner to students and parent(s) or guardian(s), including the Washington Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent(s) or guardian(s) 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 which permits prospective employers to review the student's transcript. Parental, guardian 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, and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two (2) 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.

The superintendent shall establish procedures governing the content, management and control of student records.

Cross Reference:	Board Policy 3520	Student Fees, Fines, Charges
Legal References:	20 U.S.C. §1232g CFR 34, Part 99 Pub. L. 112-278 RCW 28A.225.330 RCW 28A.230.120 RCW 28A.230.180 RCW 28A.635.060 RCW 40.24.030	Family Education Rights and Privacy Act Family Education Rights and Privacy Act Regulations Uninterrupted Scholars Act of 2013 Enrolling students from other districts Option to receive final transcripts – Notice Educational and career opportunities In the military, student access to Information on, when Defacing or injuring school property – Liability of parent or guardian Address Confidentiality Program— Application -- Certification
	Ch. 70.02 RCW	Medical records – health care information access and disclosure
	WAC 181-87-093	Failure to assure the transfer of student record information or student records
	Ch. 43-840 WAC	Implementation of Address Confidentiality Program
	WAC 246-100-166	Immunization of day care and school Children against certain vaccine- Preventable diseases
	Ch. 392-415 WAC	Secondary Education-standardized high school transcript