

POLICY - STUDENT RECORDS

3231

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 educational 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.

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 will establish procedures governing the content, management and control of student records.

Legal References:	42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act
	20 U.S.C. § 1232g Family Education Rights and Privacy Act
	CFR 34 , Part 99 Family Education Rights and Privacy Act Regulations
	RCW 28A.150.510 Transmittal of education records to DSHS; Disclosure of educational records; Data sharing agreements; Comprehensive needs requirement document report
	RCW 28A.195.070 Official transcript withholding; transmittal of information
	RCW 28A.255.151 Reports
	RCW 28A.255.330 Enrolling students from other districts; requests for information and permanent records; withheld transcripts; immunity from liability; notification to teachers and security personnel

Policy 3231 Student Records

	RCW28A.230.120 High school diplomas issuance; option to receive final transcripts; notice
	RCW28A.230.180 Educational and career opportunities in the military, student access to information
	RCW 28A.600.475 Exchange of information with law enforcement and juvenile court officials
	RCW 28A.605.030 Student education records
	RCW28A.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
	RCW40.24.030Address Confidentiality Program; Application; Certification
	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-WACSecondary 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; Tests; School district policy in writing
	42 CFR 2.14 Minor patients
	RCW 9.02.100 Reproductive privacy Public policy
	RCW 70.02.220 Sexually transmitted diseases Permitted and mandatory disclosures
	RCW 70.02.240 Mental health services Minors Permitted disclosures
	Chapter 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases

Policy 3231 Student Records

Adopted:	March 17, 1986	North Thurston School District Board of Directors
Amended:	May 15, 2006 May 18, 2010 November 5, 2019 January 11, 2022 January 5, 2023 September 19, 2023	North Thurston Public Schools Board of Directors