

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

- Cross References:
- 2100 - Educational Opportunities for Students with a Parent in the Military
  - 3211 - Gender-Inclusive Schools
  - 3520 - Student Fees, Fines, or Charges
  - 4020 - Confidential Communications
  - 4040 - Public Access to District Records
  - 3115 - Students Experiencing Homelessness - Enrollment Rights and Services

- 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.225.151 Reports.

RCW28A.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  
 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 on, when  
 RCW 28A.600.475 Exchange of information with law  
 enforcement and juvenile court officials  Notification of  
 parents and students.  
 RCW 28A.605.030 Student education records  Parental  
 review  release of records  Procedure.  
 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  
 RCW40.24.030 Address 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-WAC Secondary 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  
 WAC392-500-025 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

Management Resources: 2018 - December 2018 - December Policy Issue  
 Records Retention Schedule for School Districts and ESDs  
 (updated 2014)  
 2014 - December Issue  
 2013 - February Issue  
 2010 - February Issue

2003 - December Issue

2001 - April Issue

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