

## **STUDENT RECORDS**

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. 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 shall 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:**

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

Legal References:

20 USC 1232g;	Family Educational Rights and Privacy Act
34 CFR, Part 99	Family Educational Rights and Privacy Act
42 USC 11431 et seq.	McKinney-Vento Homeless Assistance Act Regulations
42 CFR &2.14	Minor patients
RCW 9.02.100	Reproductive privacy – Public policy
RCW 28A.150.510	Transmittal of education records to department of children, youth, and families—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	Student-level truancy date-Reports-Data protocols and guidance for school district.
RCW 28A.225.330	Enrolling students from other districts - Requests for information and permanent records- Withheld transcripts, Immunity from liability -- Rules
RCW 28A.230.120	High school diplomas-Issuance-Option to receive final Transcripts--Notice
RCW 28A.230.180	Access to campus and student information directories by official recruiting representatives-Informing students of education and career opportunities
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.
RCW 28A.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
RCW 40.24.030	Address Confidentiality Program--Application— Certification – Form – Vehicle and vessel information
RCW 70.02.220	Sexually transmitted diseases—Permitted and mandatory disclosures
RCW 70.02.240	Mental health services—Minors—Permitted disclosures
RCW 70.02.265	Adolescent behavioral health services—Disclosure of treatment information and records—Restrictions and requirement—Immunity from liability
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
WAC 392-500-025	Pupil tests and records—Pupil personnel records -- School district policy in writing

Management Resources:

- 2023 - July Issue
- 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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