

Okanogan School District

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.

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 Educational Rights and Privacy Act
 CFR 34 , Part 99 Family Educational 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.225.330Enrolling students from other districts
Requests for information and permanent records Withheld
transcripts Immunity from liability Notification to
teachers and security personnel Rules

RCW28A.230.120High 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

RCW40.24.030Address 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-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

WAC392-500-025Pupil 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:

- 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

Latest Adoption Date: 3.30.26

Previously Board Adopted Dates: 02.00; 12.03; 12.06; 02.10; 12.11; 02.13; 12.13; 12.14; 12.18; 07/01/2019; 06/28/2021; 12/16/2022; 07.23; 05.24