

## 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. 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 General Records Retention Schedule for School Districts and Educational Service Districts in Washington State found 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 which permits 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.

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 and discipline actions will be sent to the enrolling school, within two school days. 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 will establish procedures governing the content, management and control of student records.

Cross Reference:	P3070-1	Management of Student Records
	P3070-2	Student Fees, Fines, Charges, & Records
		Withheld
	P3070-3	Child Custody

Legal Reference:	20 USC 1232g CFR 34, Part 99	Family Education Rights and Privacy Act Family Education Rights and Privacy Act Regulations
	RCW 28A.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
	28A.230.120	High School Diplomas – Issuance - Option to receive final transcripts-Notice
	28A.230.180	Educational and career opportunities in the military, student access to information on, when
	RCW 28A.635.060	Defacing or inuring school property-- Liability of pupil, parent or guardian
	40.24.030	Address Confidentiality Program
	70.02	Medical records--health care information Access and disclosure
	WAC 392-500-025	Pupil tests and records-Pupil personnel Records-School district policy in writing
	392-415	Secondary education-standardized high school transcript
	181-07-093	Failure to assure the transfer of student record information or student records
	246-105	Immunization of child care and school children against certain vaccine- preventable diseases
	392-415-60-70	State standardized high school transcript

Adopted: June 26, 2001  
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