

Student Records Policy 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. 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 Services 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 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, immunization history and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine. However, for students who meet the definition of homeless, the district will make all the student's records readily available to the enrolling school regardless of outstanding fees or fines.

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

Cross Reference:	Policy 2100	Educational Opportunities for Military Children
	Policy 3115	Students Experiencing Homelessness – Enrollment Rights and Services
	Policy 3211	Transgender Students
	Policy 3520	Student Fees, Fines or Changes
	Policy 4020	Confidential Communications
Legal References:	Policy 4040	Public Access to District Records
	20 U.S.C. § 1232g	Family Education Rights and Privacy Act
	CFR 34, Part 99	Family Education Rights and Privacy Act Regulations

42 U.S.C 11431 et seq RCW 28A.150.510 RCW 28A.195.070 RCW 28A.225.151 RCW 28A.225.330 RCW 28A.230.120 RCW 28A.230.180 RCW 28A.600.475 RCW 28A.605.030 RCW 28A.635.060 RCW 40.24.030 Chapter 246-105 WAC Chapter 392-172A WAC Chapter 392-182 WAC Chapter 392-415-WAC WAC 181-87-093 WAC 392-121-182 WAC 392-122-228 WAC 392-500-025	McKinney-Vento Homeless Assistance Act Transmittal of education records to DSHS—Disclosure of educational records—Data sharing agreements—Comprehensive needs requirement document—Report Official transcript withholding – Transmittal of information Reports Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules High school diplomas — Issuance — Option to receive final transcripts —Notice Educational and career opportunities in the military, student access to information on, when Exchange of information with law enforcement and juvenile court officials – Notification of parents and students. Student education records – Parental review—release of records—Procedure 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 Address Confidentiality Program — Application — Certification Immunization of child care and school children against certain vaccine-preventable diseases Rules for the provision of special education Student Health Records Secondary Education- standardized high school transcript Failure to assure the transfer of student record information or student records Alternative learning experience requirements Alternative learning experiences for juvenile students incarcerated in adult jail facilities Pupil tests and records – Tests – School district policy in writing
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Management Resources:

2019	July Issue
2018	December 2018 – December Policy Issue
Updated 2014	Records Retention Schedule for School Districts and ESDs
2014	December Issue
2013	February Issue
2010	February Issue
2003	December Issue
2001	April Issue

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