

STUDENTS

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.

Parents and adult students have the right to inspect and review the student's education records. A parent or adult student may request amendment of any information in a student's education record that the parent or adult student believes to be inaccurate, misleading or in violation of the student's privacy rights.

The District will not release a student's education records or personally identifiable information from those records without written consent from the parent or adult student except as authorized by RCW 28A.600.475 and the Family Educational Rights and Privacy Act of 1974 (FERPA), or as otherwise provided by law.

The District will release student transcripts to persons other than the student or the student's parents/guardians only upon the written authorization of the student or the student's parents/guardians, or as set forth in the Family Educational Rights and Privacy Act of 1974 (FERPA) and subsequent amendments. Except as provided in the paragraph below, the District will provide or make available to students upon request complete copies of their high school transcripts, with graduation noted thereon, within forty-five calendar days following the student's graduation from high school.

If any property of the District, a District employee, or another student has been lost or willfully cut, defaced, or injured, the District may withhold the grades, diploma, and transcripts of the student responsible for the damage or loss until the student or his or her parent/guardian pay for the damages.

If the student and parent/guardian are unable to pay for the damages, the District will provide a program of voluntary work for the student in lieu of paying monetary damages. Upon completion of the voluntary work, the student's grades, diploma, and transcripts will be released. The student's parent/guardian is liable for damages as otherwise provided by law.

When a student graduates and requests an official transcript, or if a student transfers to another school District that has requested the student's records, but the student has an outstanding fee or fine, not limited to lunch balances, class fees and field trip fees, the District may withhold the student's official transcript until the fee or fine is discharged. In the case of a student transferring to another school, the enrolling school will be notified that the official

transcript is being withheld due to an unpaid fee or fine. However, the District will transmit information about the student's academic performance, special placement, immunization records, records of disciplinary actions, and history of violent behavior or behaviors listed in RCW 13.04.155 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 records of a student who meets the definition of a child of a military family in transition under Article II of RCW 28A.705.010 will be sent within ten days after receiving the request.

When the District or a District employee releases information in compliance with state and federal law, the District and District employee are immune from civil liability for damages unless it is shown that the District or District employee acted with gross negligence or in bad faith.

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

Cross Reference:	Policy No. 2100	Educational Opportunities for Military Children
	Policy No. 3211	Transgender Students
	Policy No. 3520	Student Fees, Fines, Charges
	Policy No. 4020	Confidential Communications
	Policy No. 4040	Public Access to District Records

Legal References:	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.225.151	Reports
	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
	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 and representatives – Informing students of educational 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
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 Transcripts
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 391-122-228	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

Classification: Essential

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