

STUDENTS

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. Student records are the property of the District but shall be available in an orderly and timely manner to students and parents. A parent or eligible student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student. "Parent" includes guardian and the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. "Eligible student" means a student who is at least eighteen years old or attending a postsecondary school.

Student records shall 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, as per the Family Educational Privacy Rights regulations, eligible 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.

A grades report, transcript, or diploma shall not be released to the parent or student 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 shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. Per RCW 28A.225.330, 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.

Release of Student Directory Information

The following directory information may be released by the District unless an eligible student or a parent requests in writing that such information not be released:

1. The student's name, address, and telephone number;
2. Major field of study;
3. Participation in officially recognized activities and sports;

4. Weight and height of members of athletic teams;
5. Dates of enrollment, withdrawal, and/or graduation;
6. Degrees and Awards received;
7. The most recent previous educational agency or institution attended by the student; and,
8. Photographs, videotapes, and other images in which the student appears.

At least once a year, parents shall be notified of their right to request that student directory information not be released. Parents and eligible students may request that directory information be denied to military recruiters, but provided to other requestors. The District will honor these requests to the extent allowed by law.

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

Cross References:

cf. 3520 Student Fees, Fines, Charges
cf. 4020 Confidential Communications

Legal References:

20 U.S.C. § 1232g Family Educational and Privacy Rights
34 CFR Part 99 Family Educational Rights and Privacy
RCW 28A.225.330 Enrolling students from other districts--Requests for information and permanent records--Withheld transcripts, effect--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 Educational and career opportunities in the military, student access to information on, when
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
RCW Ch. 70.02 Medical records--Health Care Information Access and Disclosure
WAC 180-52-025 Pupil tests and records--Pupil personnel records--School district policy in writing
WAC Ch. 180-57 Secondary Education--Standardized High School Transcript
WAC 180-87-093 Failure to assure the transfer of student record information or student records
WAC 246-100-166 Immunization of child care and school children against certain vaccine-preventable diseases

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