

**WHITE RIVER SCHOOL DISTRICT #416
BOARD POLICY**

No. 3231

3000 STUDENTS

Rights and Responsibilities

3231 – 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 relating 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 the current, approved versions of the *Local Government General Records Retention Schedule (CORE)* and the 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 which permits prospective employers to review the student's transcript. Parental 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 grade 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 communication 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 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.

Legal References: 20 U.S.C. § 1232g
 CFR 45, Part 99

Family Education Rights and Privacy Act
Family Education Rights and Privacy Act
Regulations

No. 3231

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| 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 |
| RCW 28A.225.330 | Enrolling students from other district – 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 |
| 28A.230.180 | Educational and career opportunities in the military, student access to information on, when |
| RCW 28A.600.475 | Exchange of informaton 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 |
| 28A.635.060 | Defacing or injuring school property — Liability of parent or guardian |
| 40.24.030 | Address Confidentiality Program — Application — Certification |
| Ch 246-105 WAC | Immunization of child care and school children against certain vaccine –preventable diseases |
| Ch. 392-172A WAC | Rules for the provision of special education |
| Ch. 392-182 WAC | Student Health Records |
| 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 |
| WAC 392-500-025 | Pupil tests and records-Tests-School District Policy in writing |

Cross References: Board Policy 3211 Transgender Students
Board Policy 3520 Student Fees, Fines and Charges
Board Policy 4040 Public Access to District Records

Management Resources:

2014 – December Issue
Records Retention Schedule for School Districts and ESDs (updated 2014)
2013 – February Issue
2010 – February Issue
2003 – December Issue
2001 – April Issue
Policy News, April 2001

Compliance Office Provides FERPA Update