

Student Records

The district shall maintain and store student records necessary for the educational guidance and welfare of students. All such information shall be confidential. When information is released in compliance with state or federal law the district and district employees are immune from civil liability unless they acted with gross negligence.

A parent, or student over 18 years old, may challenge information in a student record which he or she believes is inaccurate, misleading, or in violation of the privacy or other rights of the student.

Directory information is defined as the student's name, address, telephone number, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, photographs or video of the student, and the most recent previous school attended. The actual residential address of participants in the state Address Confidentiality Program will not be available for release as directory information.

Access to non-directory student information and student records shall be restricted to the following:

1. The parent or legal guardian, if student is under 18.
2. Authorized school personnel.
3. Other school agencies upon written request.
4. Prospective employers, with the written permission of the high school student.
5. Others, as authorized by court order or written request of the parent or legal guardian; or the individual, if over 18.

A grades report, transcript, or diploma shall 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 education 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. 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. When the student and parent or guardians are unable to pay for the damages, the student shall arrange with the principal to do voluntary work in lieu of monetary damages.

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

Legal Reference: 20 U.S.C. § 1232g Family Educational Rights and Privacy Act

CFR 45, Part 99	Family Education Rights and Privacy Act Regulations
RCW 70.02	Medical records – health care information access and disclosure
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
28A.230.120	Option to receive final transcripts – Notice
28A.230.180	Educational and career opportunities in the military, student access to information on, when
28A.635.060	Defacing or injuring school property – Liability of parent or guardian
40.24.30	Address Confidentiality Program – Application – Certification
WAC 180-52-025	Pupil tests and records – Pupil personnel records – School district policy in writing
180-57	Secondary education – standardized high school transcript
180-87-93	Failure to assure the transfer of student records information or student records
246-100-166	Immunization of day care and school children against certain vaccine-preventable diseases