



## 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/guardians. A parent/guardian 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 shall be forwarded to other school agencies upon written request from the school agency. 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 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 grade 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. The superintendent shall establish procedures governing the content, management and control of student records.

Cross References:	Board Policy 3520	Student Fees, Fines, Charges
Legal References:	20 U.S.C. § 1232g CFR 45, Part 99	Family Education Rights and Privacy Act Family Education Rights and Privacy Act Regulations
	RCW 28A.230.120	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
	RCW 40.24.030	Address Confidentiality Program - Application- Certification
	Ch. 70.02 RCW	Medical records - health care information access and disclosure
	WAC 392-500-025	Pupil tests and records - Pupil personnel records - School district policy in writing
	WAC 392-415	Secondary education - standardized high school transcript
	WAC 246-100-166	Immunization of child care and school children against certain vaccine-preventable diseases WAC 434-840 Address Confidentiality Program