

Student Records

Purpose

This policy prescribes the ownership, accessibility, control, maintenance and retention of student informational records.

Scope

This policy applies to any Valley School District staff member charged with maintaining and controlling student records.

Policy

1. Valley School District schools shall maintain current, clear and accurate records for all students in attendance.
2. 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.
3. The district will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and 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
4. 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.
5. Student records are the property of the district but shall be available in an orderly and timely manner to students and parents or guardians ("parents"). "Parents" include 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.
6. 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 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.
7. 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 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 (2) 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 will be notified that the official transcript is being withheld due to an unpaid fee or fine.

8. The Superintendent or designee shall establish procedures governing the content, management and control of student records.

Related Procedures

3115P1-Homeless Students: Enrollment Rights and Services

3231P1-Student Records

4040P1-Public Record Requests

Policy Cross References

3115-Homeless Students: Enrollment Rights and Services

3116-Students in Foster Care

4040-Public Access to District Records

Policy Legal References

RCW 26.04.010 through 26.44.080 – Domestic Relations

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 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 – Educational and career opportunities in the military, student access to information on, when

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

RCW 40.24.030 – Address Confidentiality Program — Application — Certification

RCW 70.02 – Medical records — health care information access and disclosure
WAC 181-87-093 – Failure to assure the transfer of student record information or student records
WAC 246-105 – Immunization of child care and school children against certain vaccine-preventable diseases
WAC 392-121-182 Alternative learning experience requirements
WAC 392-122-228 Alternative learning experiences for juvenile students incarcerated in adult jail facilities
Chapter 392-172A WAC Rules for the provision of special education
Chapter 392-182 WAC Student Health Records
WAC 392-415 – Secondary education — standardized high school transcript
WAC 392-415-060–070 – State standardized high school transcript
WAC 392-500-025 – Pupil tests and records — Tests — School district policy in writing
20 U.S.C. § 1232g – Family Education Rights and Privacy Act
CFR 34, Part 99 – Family Education Rights and Privacy Act Regulations

Management Resources

Policy & Legal News, November 2016 – Policy Updates
Policy & Legal News, December 2014 – Records retention schedule for school districts revised
Policy & Legal News, February 2013 – Policy Corrections
Policy News, February 2010 – Family Education Rights and Privacy Act Revisions

[Local Government Common Records Retention Schedule \(CORE\)](#)
[Records Retention Schedule for School Districts and ESDs \(updated 2014\)](#)

Policy History

Action:	Date:
Approved by the Board	Unknown
Revised	May 18, 2011
Revised	May 21, 2014
Revised	May 17, 2017
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Revised	

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