

## 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 related 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 *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](http://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 or adult student 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 grades 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 communicated 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.

Cross References: 2100 - Educational Opportunities for Military Children  
3211 - Transgender Students  
3520 - Student Fees, Fines, or Charges

4020 - Confidential Communications  
4040 - Public Access to District Records

Legal References: 20 U.S.C. 1232g Family Education Rights and Privacy Act  
CFR 34 , Part 99 Family Education Rights and Privacy Act Regulations  
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 — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected  
RCW 40.24.030 Address Confidentiality Program — Application — Certification  
Chapter 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases  
Chapter 392-172A WAC Rules for the provision of special education  
Chapter 392-182 WAC Student Health Records  
Chapter 392-415-WAC Secondary Education- standardized high school transcript  
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

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

Adoption Date: 2.26.15  
Cosmopolis School District

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