STUDENTS

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. Student records are the property of the district but will be available in an orderly and timely manner to students and parent/legal guardians. A parent/legal 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 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/legal guardian 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 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.

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

Cross References:
Policy 3520 Student Fees, Fines, Charges
Policy 4020 Confidential Communications

Legal References:
20 USC § 1232g Family Education Rights and Privacy Act
CFR 34, Part 99 Family Education Rights and Privacy Act Regulations
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.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 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 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 392-415-060-070 | State standardized high school transcript |

Management Resources:
- *Policy News*, April 2001: Compliance Office Provides FERPA Update
- *Policy News*, December 2003: Updated Legal References for Catheterization, Facilities Planning and Student Records Policies

Date: 10/26/81; 1/19/89; 12/20/99; 10/28/02; 5/23/05; 5/5/22.

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