

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
Management Resources:	WAC 392-415-060-070	State standardized high school transcript
	<i>Policy News</i> , April 2001	Compliance Office Provides FERPA Update
	<i>Policy News</i> , December 2003	Updated Legal References for Catheterization, Facilities Planning and Student Records Policies
	<i>Policy News</i> , February 2010	Family Education Rights and Privacy Act Revisions

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

PORT TOWNSEND SCHOOL DISTRICT NO. 50