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.

Student records are the property of the district, but will be available in an orderly and timely manner to students and parents. “Parents” 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, or designee will establish procedures governing the content, management and control of student records.

Cross References: Policy 2100 Educational Opportunities for Military Children
Policy 3211 Transgender Students
Policy 3520 Student Fees, Fines, Charges
Policy 4020 Confidential Communications
Policy 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  
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

WAC 246-105  
Immunization of child care and school children against certain vaccine-preventable diseases

WAC 392-172A  
Rules for the provision of special education

WAC 392-182  
Student Health Records
**Policy No. 3231**

**Students**

| 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 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:

*Policy & Legal News*  
December 2014  
February 2013  
February 2010  
December 2003  
April 2001

*Records Retention Schedule for School District and ESDs (updated 2014)*

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Camas School District  
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