



STUDENT RECORDS
BASIC DEFINITION

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PROCEDURE

Introduction

Any parent or guardian of a student under 18 years of age or any student 18 years of age or older has the right to know what is contained in the student's record.

Identification

1. Family Educational Rights and Privacy Act (FERPA) - "... to set forth requirements governing the protection of privacy of parents and students ..."

School Districts that fail to follow the provisions of the Family Educational Rights And Privacy Act of 1974 may be subject to loss of federal funds. No funds administered by the United States Commissioner Of Education shall be made available to the Seattle School District or to any Seattle School District's school or program if the Seattle School District or any school or program therein has a Policy that denies or effectively prevents Parents of enrolled students the right to inspect and review all official records and all data related to their children.

2. State Laws - As contained in the Revised Code of Washington and Washington Administrative Code.
3. The State Superintendent of Public Instruction has stated:

"The goal of record keeping is to place data and information that are as objective as possible, in consideration of the human dimension of the educational function which inevitably requires professional judgments and decisions that are subjective, in each student's file."
4. Purpose of Student Records - Student records are maintained to:
 - A. Assist students in the attainment of their educational needs and goals.
 - B. Provide information to parents and guardians regarding the progress and performance of their students where appropriate.
 - C. Provide student data as may be required by law.
 - D. Provide information regarding a student that may be needed as that student seeks employment, training, or post-secondary educational experiences.



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- E. Assist in the orderly and efficient management of schools and School Districts.
- 5. Inappropriate Use of Student Records - Except in rare and unique cases, any student records or information including computerized data maintained for purposes other than those listed above constitute an invasion of privacy.
- 6. Privacy - Essentials of the concept of Privacy.
 - A. All citizens, and this includes all students, have a right to privacy which may be abridged only for good and sufficient reason.
 - B. School District personnel are obliged to respect the right of privacy by collecting, sharing, and releasing only that information that is necessary in meeting anyone of the purposes of records as listed above.
 - C. Respect for the right of privacy requires that all educators reassess former practices, eliminating those which cause or require students to divulge private information about themselves or their families without good and sufficient reason.
- 7. Assistance and Advice - For assistance and advise in matters regarding student records, building personnel may refer to the:
 - A. Student Information Services Office.
 - B. Student Placement Office.
 - C. General Counsel.

Definitions

- 1. Custodian of Records - A staff member who has been appointed by a principal, program manager, or other administrator as the person responsible for the maintenance and security of the records (See D26.00 - Maintenance and Location of Student Records).
- 2. Student - Any person who is enrolled in or has been enrolled in any Seattle Public School or program, and with regard to whom the Seattle School District and any school or program thereof maintains records or personally identifiable information.
- 3. Any Students - See Procedure D25.00.



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4. Responsible Adult - An adult responsible for a student can be:
- A. A natural parent(s), adoptive parent(s) or legal guardian(s).
- NOTE: A parent without custody maintains a right of access to school records unless precluded access by court order.
- B. In unique situations wherein no parent, adoptive parent, or legal guardian is available over a significant period of time, the person who is in temporary, informal custody may be considered to be the guardian.
5. Official Records - All materials maintained by a School District directly related to a student regardless of where or how the material is filed. (Also refer to non-records below.)
- A. Directory information - See Procedure D28.00
 - B. Student Records/Educational Records - Individual student records or personally identifiable information regarding students that is/are recorded in any medium, including but not limited to computer files, handwriting, print, tape, film, microfilm, or microfiche. (Also see D22.00 - Content of Student Records)
 - (1) Computerized or Electronic Data - Those records or personally identifiable information regarding students that have been collected and stored in a computer storage device or are directly accessible via a computer terminal.
 - (2) Computerized and/or Hard-Copy (i.e. handwritten typed) - Records, files, documents, forms, and other materials which:
 - (a) Contain information directly related to a student
 - (b) Are maintained by the School District or any school, program, or office thereof; or by a person acting for the School District, in any school or program; or by any officer thereof.



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- (3) Student Records/Educational Records do not include records of instructional, supervisory and/or administrative personnel, and/or educational personnel ancillary thereto which fall under the provisions identified under Non-Records elsewhere in this procedure.

NOTE: See D30.00, Disposition of Records, for retention periods of all student records.

- C. Transcript - The official record of academic grades that is sent to colleges and universities upon request by a student.

NOTE: After the required retention period, transcripts are microfilmed and filed with the student records office.

- D. Permanent Records - The basic permanent student record, the primary purpose being a record of the student's academic achievement. This is the only record kept in perpetuity by the District.

- E. Non-Records - Those items which are considered temporary records or working notes.

- (1) Professional Work Products - those professional personal notes which are kept as memory aids by School District personnel which:

- (a) Are in the sole possession of the maker.
- (b) Are not accessible or revealed to any other person in any way other than to a substitute or replacement.

- (2) Seattle School District Security Office Records - Personally identifiable information about students maintained by the security office is not classified as student records, provided the information is:

- (a) Kept apart from other student records.
- (b) Maintained solely for law enforcement purposes.
- (c) Maintained solely for the use of Security Office personnel.



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(3) Clinical and other confidential information maintained by the Director of Special Education, the Supervisor of Student Placement, the Supervisor OF Health Services, school psychologists, school social workers, school nurses, school counselors, and Student Placement Staff Associates shall not be considered as student records provided they meet the requirements of either or both of the following provisions:

- (a) Professional work products (See definition above).
- (b) "Records of a student...which are created or maintained by a physician, psychiatrist, psychologist, or other recognized. Professional or paraprofessional acting--in his or her professional or paraprofessional capacity,- or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment: provided. However that such records can be personally reviewed by a physician or other appropriate professional of the student's choice." (Family Educational Rights And Privacy Act).

6. Personal information regarding a student:

- A. Name of student, student's parent(s), or other family members.
- B. Address of student.
- C. Personal identifier such as the student's social security number.
- D. List of personal characteristics that would with reasonable certainty identify the student.
- E. Any other information that would with reasonable certainty identify the student.

NOTE: Certain personally identified information e.g., name, address, and telephone listing is classified as directory information and may be released under specific circumstances. See h38.11 use of directory information - student records.

7. Access to Student Records - See Procedure D23.00



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Procedures

1. All activities involving student records, including the creation, content, maintenance, access, release, use, retention, and destruction of student records, must follow the procedures identified within the Seattle School District Board Policies and Administrative Procedures manual, and must not be in conflict with established state and federal laws and regulations.
2. Refer elsewhere in the manual for specific procedures.

Former code(s): H38.01, H15.01