All activities involving student records, including the creation, content, maintenance, access, release, use, retention, and destruction of student records, must follow applicable federal and state law and the procedures identified within the Seattle School District Board Policies and Superintendent Procedure 3231SP. The district shall 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 shall 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.

Student records are the property of the district but shall be available in an orderly and timely manner to parents, eligible students, and other individuals as specified in Superintendent Procedure 3231SP or as required by law. A parent or eligible student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student. The district shall provide parents and/or eligible students with annual notice of their rights under FERPA as specified in 34 C.F.R. 99.7.

Consistent with federal and state law, student records shall 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 eligible student consent shall 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 shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment, as provided in Board Policy D83.00. 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 shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The transcript will not
be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the transcript is being withheld due to an unpaid fee or fine.

The Superintendent is authorized to establish procedures governing the content, management and control of student records.

Adopted: December 2011
Revised:
Cross Reference: Policy Nos. 3520; 3550; 4020
Related Superintendent Procedure: 3231SP
Previous Policies: D20.00; D21.00; D22.00; D23.00; D24.00; D25.00; D26.00; D30.00; D104.00
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; 28A.230.120
High school diplomas — Issuance — Option to receive final transcripts — Notice; 28A.230.180
Educational and career opportunities in the military, student access to information on, when; 28A.635.060 Defacing or injuring school property — Liability of pupil, parent or guardian; 40.24.030 Address Confidentiality Program — Application — Certification; 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, February 2010; December 2003; April 2001