


|   |                 |  |
|---|-----------------|--|
|  | STUDENT RECORDS | Policy No. 3231<br><br>April 26, 2023<br><br>Page 1 of 2 |
|---|-----------------|--|

All activities involving student records, including the creation, content, maintenance, access, disclosure, transfer, use, retention, and destruction of student records, must follow applicable federal and state law and Seattle School District Board Policies and Superintendent Procedure 3231SP. 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.

Student records are the property of the district but will 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.

Consistent with federal and state law, student records will be forwarded to other school agencies upon request. Parental or eligible 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.

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

Adopted: December 2011

Revised: April 2023

Cross Reference: Policy Nos. 2080; 2100; 3115; 3116; 3126; 3130; 3140; 3141; 3143; 3211; 3225; 3234; 3410; 3520; 4020; 4040; 4070; 4280; 5251

Related Superintendent Procedure: 3231SP

Previous Policies: D20.00; D21.00; D22.00; D23.00; D24.00; D25.00; D26.00; D30.00; D104.00

Legal References: 20 U.S.C. § 1232g Family Educational Rights and Privacy Act; CFR 34, Part 99 Family Educational Rights and Privacy Act Regulations; 42 U.S.C. 14431 et seq. McKinney-Vento Homeless Assistance Act; 42 CFR § 2.14 Minor patients; RCW 9.02.100—Reproductive privacy—Public policy; RCW 28A.150.510 Transmittal of education records to DSHS – Disclosure of education records – Data sharing agreements – Comprehensive needs requirement document – Report; 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.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 diplomas — Suspension and restitution — Community service program as alternative — Publication of information on withheld diplomas — Student rights protected; RCW 40.24.030 Address Confidentiality Program — Application — Certification; RCW 70.02 Medical records — health care information access and disclosure; WAC 392-172A Rules for the provision of special education; WAC 392-182 Student Health Records; 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; WAC 392-121-182 Alternative learning experience requirements; WAC 392-122-228 Alternative learning experiences for juvenile students incarcerated in adult jail facilities

Management Resources: *WSSDA Policy & Legal News*, June 2023; December 2018; December 2014; February 2013; February 2010; December 2003; April 2001; Local Government Common Records Retention Schedule (CORE); Records Retention Schedule for Public Schools (K-12) and Educational Service Districts