

Student Records

ESD 112 shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of its programs and as required by law. All information directly related to individual students shall be treated in a confidential and professional manner. ESD 112 will use reasonable methods to ensure that ESD 112 employees 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, ESD 112 and ESD 112 employees are immune from civil liability unless they acted with gross negligence or in bad faith. Student records are the property of ESD 112 but shall be available in an orderly and timely manner to students and parents/guardians.

"Parent/Guardian" includes the State Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent/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.

ESD 112 will retain records in compliance with the current, approved versions of the [Local Government Common Records Retention Schedule \(CORE\)](#) and the [Records Retention Schedules for School Districts and Educational Service Districts](#).

Student records shall be forwarded to other school agencies, including the member district referring the student to the ESD 112 program, upon request. A high school student may grant authority to ESD 112 which permits prospective employers to review the student's transcript. Parent/guardian or adult student consent shall be required before ESD 112 may release student records other than to a school agency or organization, except as otherwise provided by law.

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 Reports.
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 28B.10.360 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
Chapter 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases
Chapter 392-172A WAC Rules for the provision of special education
Chapter 392-182 WAC Student Health Records
Chapter 392-415-WAC 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

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