Student Records

Purpose
This policy prescribes the ownership, accessibility, control, maintenance and retention of student informational records.

Scope
This policy applies to the Superintendent, administrators and any Valley School District staff member charged with maintaining and controlling student records.

Policy
1. Valley School District schools will maintain current, clear and accurate records for all students in attendance.

2. 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.

3. 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

4. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records for 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.

5. Student records are the property of the district but will be available in an orderly and timely manner to students and parents or guardians (“parents”). “Parents” include the state Department of Children, Youth, and Families 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.

6. Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district permitting 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.

7. A diploma may not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment.
8. The Superintendent or designee will establish procedures governing the content, management and control of student records.

**Related Procedures**

3115P1-Students Experiencing Homelessness: Enrollment Rights and Services  
3211P1-Gender Non-Discrimination  
3231P1-Student Records  
4040P1-Public Record Requests

**Policy Cross References**

3115-Students Experiencing Homelessness: Enrollment Rights and Services  
3116-Students in Foster Care  
3211-Gender Non-Discrimination  
4040-Public Access to District Records

**Policy Legal References**

42 U.S.C. 11431 et seq. – McKinney-Vento Homeless Assistance Act  
RCW 13.04.155 – Notification to designated recipient of adjudication or conviction—Information exempt from disclosure  
RCW 28A.195.070 – Official transcript withholding—Transmittal of information  
RCW 28A.225.151 – Student-level truancy data—Reports—Data protocols and guidance for school districts  
RCW 28A.225.330 – Enrolling students from other districts—Requests for information and permanent records—Immunity from liability—Rules  
RCW 28A.230.120 – High school diplomas—Issuance—Option to receive final transcripts—Notice  
RCW 28A.230.180 – Access to campus and student information directories by official recruiting representatives—Informing students of educational and career opportunities  
RCW 28A.320.128 – Notice and disclosure policies—Threats of violence—Student Conduct—Immunity for good faith notice—Penalty  
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—Form—Vehicle and vessel information
WAC 181-87-093 – Failure to assure the transfer of student record information or student records
Chapter 246-105 WAC – Immunization of childcare and school children against certain vaccine-preventable diseases
WAC 392-121-182 – Alternative learning experience requirements
WAC 392-122-228 – Alternative learning experiences for juvenile students incarcerated in adult jail facilities
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 392-415-060 and -070 – State standardized high school transcript
WAC 392-500-025 – Pupil tests and records—Pupil personnel records—School district policy in writing

Management Resources
Policy & Legal News, June 2021 – Legislative Advances: Equity in schools
Policy & Legal News, July 2019 – Hypermobility and enrollment
Policy & Legal News, December 2018 – Improving response to notification of juvenile offenders
Policy & Legal News, February 2018 – Other updates
Policy & Legal News, November 2016 – Policy Updates
Policy & Legal News, December 2014 – Records retention schedule for school districts revised
Policy & Legal News, February 2013 – Policy Corrections
Local Government Common Records Retention Schedule (CORE)
Records Retention Schedule for School Districts and ESDs (current version)

Policy History

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