

## **STUDENT RECORDS**

The Washington School for the Deaf shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of the school and as required by law. All information related to individual students shall be treated in a confidential and professional manner. When information is released in compliance with state and federal law, the Washington School for the Deaf (WSD) and WSD employees are immune from civil liability unless they acted with gross negligence or in bad faith. Education records are the property of WSD but shall be available in an orderly and timely manner to students and parents. 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.

A student's education records shall be forwarded to other school agencies upon request. Parental or adult student consent shall be required before WSD may release student records other than to a school agency or organization, except as otherwise provided by law. To the extent permitted by the Buckley Amendment, the school should make student records and information available to law enforcement officials, probation officers, court personnel, and others legally entitled to the information when directed by a court order or lawfully issued subpoenas. Parents and students must be notified of all such orders or subpoenas in advance of compliance with them.

A grades report, transcript, or diploma will not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school or school district, the student's academic performance, educational 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 grades, diploma, and official transcript will not be released until the outstanding fee or fine is paid or, if the student and parent are unable to pay the

damages, discharged under a program of voluntary work. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

The Superintendent will establish procedures governing the content, management and control of student records.

Cross References: Board Policy

SEP-1

Legal References: 20 U.S.C. § 1232g

Family Education Rights and Privacy Act

CFR 45, Part 99

Family Education Rights and Privacy Act Regulations

RCW 28A.230.120

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.635.060

Defacing or injuring school liability of parent or guardian

RCW 40.24.030

Address Confidentiality Program

Ch. 02.02 RCW

- Application – Certification  
Medical records – health care information access and disclosure

WAC 180-52-025

Pupil tests and records –

WAC 180-57

Pupil personnel records – School District policy in writing

Ch. 43-840 WAC

Secondary education – standardized high school transcript

WAC 246-100-166

Implementation of Address Confidentiality Program

Immunization of day care and school children against certain vaccine-preventable diseases

Adopted: **December 11, 2003**

Number only change: **June 12, 2008**