

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. 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.

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 adult 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.

The superintendent shall establish procedures governing the content, management and control of student records.

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
RCW	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
	392-415	Secondary education--standardized high school transcript
	181-87-093	Failure to assure the transfer of student record information or student records
	246-105	Immunization of child care and school children against certain vaccine-preventable diseases
	392-415-060—070	State standardized high school transcript
Management Resources:	<i>Policy News</i> , April 2001	Compliance Office Provides FERPA Update
	<i>Policy News</i> , December 2003	Updated Legal References for Cathertization, Facilities Planning and Student Records Policies
	<i>Policy News</i> , February 2010	Family Education Rights and Privacy Act Revisions

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