

STUDENTS

Student Records

TYPES OF RECORDS

Permanent records: Transcripts, health records and record requests. Transcripts shall contain only the following:

1. Student's legal name
2. Any other name by which the student is or has been known
3. Social Security number
4. Sex
5. Date of birth
6. Student's address (last known while in school)
7. Names of parents or guardians
8. Date of entry into school or school system
9. Name of school or institution from which student was received
10. Courses with applicable marks and/or reports (high school only)
11. Progress data, GPA for completion (high school only)
12. Date of withdrawal
13. Transfers--where transferred and when
14. Racial or ethnic origin
15. Record requests--list of all those requesting student's file

When specifically requested, test score information may be forwarded, provided such information is supplemental to the transcript and not contained thereon.

Cumulative folder: Information about a student which is collected and maintained on a routine basis, such as identifying information, attendance records, grades and other progress reports, results of tests of school achievement, aptitude, interests, hearing, vision, health and immunization status reports, records of school accomplishments and participation in school activities, verified reports of misconduct, including record of disciplinary action taken, and such other information as shall help staff to counsel with students and plan appropriate activities, and current reports of psychological tests and progress reports related to a student's handicapping condition.

Supplementary records: Information relating to special school concerns about the student, such as reports connected with assessment and placement of student who is formally identified as a "focus of concern"; reports from non-school persons and organizations such as physicians, psychologists and clinics, except for general screening purposes; reports pertaining to specific problems associated with the student.

Working notes of staff are defined as records about students which are maintained in the sole possession of the writer and are not accessible or revealed to any other person except a

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substitute for that staff member. Working notes are not considered student records for the purposes of the rules and regulations.

ACCESSIBILITY OF STUDENT RECORDS

The following persons and agencies may have access to information in the cumulative folder and/or supplementary records:

Parents: Parents of dependent children have the right to inspect the cumulative folder and/or supplementary records of their children.

1. A qualified staff member shall interpret all information in the cumulative folder and supplementary records. This action may be initiated by the parent or staff member. The review shall occur within 5 school business days after a request is made unless a written explanation for the failure to do so is given. In no case shall the review occur later than 15 days after the request is made.
2. Inspection and review shall take place during normal working hours unless other arrangements are mutually approved.

Non-custodial parents: Non-custodial parents have a right to access of their children's school records, unless the right has been removed by a court order.

The student: Information from the cumulative folder shall be interpreted to the student upon his/her request. Information from the supplementary records shall be interpreted to the student upon his/her request and with the consent of the parent. The adult student may inspect his/her cumulative folder and supplementary records.

Staff: Staff who have a legitimate educational interest in a student shall have access to the cumulative folder and supplementary records.

Other districts: Other districts shall be given records upon official request from the district. At the time of transfer of the records, the parent or adult student may receive a copy of the records at his/her expense if requested, and may challenge the contents of the records.

Other persons and organizations: Prospective employers may request to review the transcript of a student. Each student shall be told at least annually that such requests shall be honored only upon a signed release of the student. Information contained in the cumulative folder and supplementary records of a student shall be released to persons and organizations other than the student, parent, staff and other districts only with the written consent of the parent or adult student, with the following exceptions:

1. Directory information may be released publicly without consent upon the condition that the parent or adult student be notified annually of the school's intention to release

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such information and be provided the opportunity to indicate that such information is not to be released without prior consent. Such information shall not be released for commercial reasons. directory information is defined as the student's name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended.

2. Information may be released to authorized representatives of the comptroller general of the United States, commissioner of education, an administrative head of an education agency or state education authorities in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of the federal legal requirements for such programs.
3. Information may be released to state and local officials to whom such information is specifically required to be reported or disclosed pursuant to Washington state statute (examples: reporting child abuse or referral to juvenile court).
4. Information may be released to organizations conducting studies for educational agencies for the purpose of developing, validating or administering predictive tests or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than the representatives of such organizations and if such information shall be destroyed when no longer needed for the purpose for which it has been gathered.
5. Information may be released in compliance with a judicial order or lawfully issued subpoena, upon condition that the parent or adult student be notified in advance of such compliance.
6. Information may be released to appropriate persons and agencies in connection with an emergency to protect the health or safety of the student or other persons.

When information from a student's record, other than directory information, is released to any person or organization other than staff, a record of such release shall be maintained as part of the specific record involved. Telephone requests for information about students shall not be honored unless the identity of the caller is known and the caller is authorized to receive the information under provisions of this rule. A record shall be made of any such release of information and placed in the cumulative folder.

7. A high school student may grant authority to the district which permits prospective employers to review the student's transcript.