



INSTRUCTIONAL SERVICES

Lloy Schaaf
Assistant Superintendent of Teaching and Learning

MEMORANDUM

To: Stanwood-Camano School Board of Directors
Fr: Lloy Schaaf, Ed.D.
Re: Approval of First Reading of Revised Policy 3231
Date: February 19, 2013

Attached, please find an updated version of revised Policy 3231 Student Records. Adjustments to the policy are being made based on legal counsel's advice.

District officials who are responsible for components of the policy and procedure have reviewed these documents.

RECOMMENDATION:

That the Board approves the adjusted First Reading of Revised Student Policy 3231 Student Records.

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STUDENT RECORDS

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. ~~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 are the property of the district, but shall be available in an orderly and timely manner to students and parents/guardians. "Parent" includes the state department of social and health services 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.

Student records shall be forwarded to other school agencies districts or schools upon request. A high school student may grant authority provide written authorization to the district which to 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 district or organization school, except as otherwise provided by law.

A grades report, transcript, or diploma shall 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 not paid a fine or fee, the district may withhold the student's official transcript, but shall transmit information about the student's academic performance, special placement, immunization records, records of disciplinary action, and history of violent behavior or behavior listed in RCW 13.04.155. If the official transcript is not sent due to unpaid damages, fines, or fees, the enrolling school shall notify both the student and parent or guardian that the official transcript will not be sent until the obligation is met, and failure to have an official transcript may result in exclusion from extracurricular activities or failure to graduate. ~~If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special 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 official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.~~

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

Cross References:	Board Policy 3520 4020	Student Fees, Fines, Charges confidential Communications
Legal References:	20 U.S.C. § 1232g CFR 45, Part 99 <u>RCW 28A.225.330</u> RCW 28A.230.120 28A.230.180 28A.635.060 40.24.030 Ch. 70.02 RCW - Medical records - WAC 180-52-025 Ch. 180-57 <u>WAC 392-45</u> <u>WAC 246-100-166</u> <u>246-100-105</u>	Family Education Rights and Privacy Act Family Education Rights and Privacy Act Regulations <u>Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules</u> Option to receive final transcripts--Not Educational and career opportunities in the military, student access to information on, when Defacing or injuring school property- Liability of parent or guardian Address Confidentiality Program- Application-Certification health care information access and disclosure Pupil tests and records - Pupil personnel records -School district policy in writing Secondary education - standardized high school transcript Immunization of day care and school children against certain vaccine- Preventable diseases

Management Resources: ~~Policy News, April 2001 Compliance Office Provides FERPA Update~~

Adoption Date: 05.20.03
Stanwood-Camano School District
Proposed: 03.05.13