

STUDENT RECORDS

The NWESD 189 will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of its cooperative programs and as required by law. All information related to individual students will be treated in a confidential and professional manner. The NWESD 189 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 NWESD 189 and NWESD 189 employees are immune from civil liability unless they acted with gross negligence or in bad faith. Student records are the property of the NWESD 189 but will be available in an orderly and timely manner to students and parents/guardians. "Parent/Guardian" includes the State Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent/guardian 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.

The NWESD 189 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.

Student records will be forwarded to other school agencies, including the member district referring the student to the NWESD 189 cooperative program, upon request. A high school student may grant authority to the NWESD 189 which permits prospective employers to review the student's transcript. Parent/guardian or adult student consent will be required before the NWESD 189 may release student records other than to a school agency or organization, except as otherwise provided by law.

A diploma may not be released until a student has made restitution for damages assessed as a result of losing or damaging program materials or equipment.

The superintendent or designee will establish procedures governing the content, management, and control of student records.

First Reading:	02/26/92 (as 6410)	Reference:
Second Reading:	03/25/92 (as 6410)	CFR 34, Part 99
Revised:	04/25/01 (recodified 3231)	RCW 28A.150.510
Reviewed:	01/24/07	RCW 28A.195.070
Revised:	03/24/10	RCW 28A.225.151
Revised:	02/25/15	RCW 28A.225.330
Revised:	01/23/19	RCW 28A.230.120
Revised:	08/28/19	RCW 28A.230.180
Revised:	08/25/21	RCW 28A.600.475
		RCW 28A.605.030
		RCW 28A.635.060

RCW 40.24.030

RCW 9.02.100

RCW 70.02.220

RCW 70.02.240

RCW 70.02.265

WAC 392-172A

WAC 392-182

WAC 392-121-182

WAC 392-122-228

WAC 392-500-025

WAC 392-415

WAC 181-87-093

WAC 246-105

20 USC § 1232g

42 USC § 11431 et seq

42 CFR § 2.14

Cross Reference:

Policy 3211

Policy 4040

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