

# **OLYMPIC ESD 114 BOARD POLICY**

## **STUDENT RECORDS**

### **POLICY 3231**

The Olympic Educational Service District 114 shall maintain those student records necessary for the orderly and efficient operation of OESD 114 as required by law. All information related to individual students shall be treated in a confidential and professional manner. Release of student information and the annual notification describing parental rights regarding this information shall be the responsibility of the resident district of the student. Should it be necessary for OESD 114 to release student information, the following guidelines will apply.

Student records are the property of the district but shall be available in an orderly and timely manner to students and parents. The parent shall be provided analysis and interpretation by qualified staff of all information in student records upon request. 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 by submitting a written request for a hearing with the Superintendent's office. If such a challenge is denied, the parent may place a statement in the record commenting on the contested information.

Student records shall be forwarded to other school agencies upon request. Staff who have a legitimate, educational interest in a student's welfare or progress shall also have access to relevant student records. Except for directory information defined below, or as otherwise provided by law, parental or adult student consent shall be required before OESD 114 may release student records to any other person or organization.

The following directory information may be released by OESD 114 unless a student's parent requests in writing that such information not be released:

1. The student's name, address and telephone number;
2. Date and place of birth;
3. Major field of study;
4. Participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Dates of attendance;
7. Diplomas and awards received;
8. The most recent previous educational agency or institution attended by the student; and
9. Photographs and other similar information.

Parents will be notified of OESD 114's intent to release directory information and be given a reasonable opportunity to object prior to the actual release of such information.

All health records should be stored in a secure area accessible only to the school health care provider, unless an appropriately executed release under Ch. 70.02 RCW has been obtained. Such records are also covered by the Family Education Rights and Privacy Act, unless state law provides stricter protection. There is a higher standard of confidentiality for records pertaining to acquired

immunodeficiency syndrome (AIDS)/Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV), sexually transmitted diseases, family planning, or abortion. Only students may authorize release of records concerning family planning or abortion; students thirteen years or older control access to drug, alcohol, or mental health treatment records and students fourteen years or older may deny or authorize access to records regarding AIDS/HIV, HBV, or sexually transmitted diseases. The releases for information regarding sexually transmitted diseases; AIDS/HIV, or HBV; and mental health, drug or alcohol treatment are more restrictive than ordinary medical releases.

**Legal Reference:**

RCW 70.02 Medical records -- health care information access and disclosure

WAC 180-52-25 Pupil tests and records -- Pupil personnel records--  
School district policy in writing

20 USC 1232g Family Education Rights and Privacy Act

45 CFR Part 99 Family Education Rights and Privacy Act Regulations

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