

The district will 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 will 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 for 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.

The district 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 are the property of the district but will be available in an orderly and timely manner to students and parents. "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 will be forwarded to other school agencies upon request. A high school student may grant authority to the district, permitting prospective employers to review the student's transcript. Parental or adult student consent will 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 or designee will establish procedures governing the content, management, and control of student records.

Legal References

42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act

20 U.S.C. §§ 1232g Family Education Rights and Privacy Act

CFR 34 , Part 99Family Education Rights and Privacy Act Regulations

RCW 28A.150.510 Transmittal of education records to DSHS Disclosure of educational records Data sharing agreements Comprehensive needs requirement document Report.

RCW 28A.195.070 Official transcript withholding Transmittal of information

RCW 28A.225.151 Reports.

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

RCW 28A.230.120 High school diplomas Issuance Option to receive final transcripts Notice

RCW 28A.230.180 Educational and career opportunities in the military, student access to information on, when

RCW 28A.600.475 Exchange of information with law enforcement and juvenile court officials Notification of parents and students.

RCW 28A.605.030 Student education records Parental review release of records Procedure.

RCW 28A.635.060 Defacing or injuring school property Liability of pupil, parent or guardian Withholding grades, diploma, or transcripts Suspension and restitution Voluntary work program as alternative Rights protected

RCW 40.24.030 Address Confidentiality Program Application Certification

Chapter 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases

Chapter 392-172A WAC Rules for the provision of special education

Chapter 392-182 WAC Student Health Records

Chapter 392-415-WAC Secondary Education- standardized high school transcript

WAC 181-87-093 Failure to assure the transfer of student record information or student records

WAC 392-121-182 Alternative learning experience requirements

WAC 392-122-228 Alternative learning experiences for juvenile students incarcerated in adult jail facilities

WAC 392-500-025 Pupil tests and records ☐☐☐ Tests☐☐☐ School district policy in writing

42 CFR ☐☐ 2.14 Minor patients

RCW 9.02.100☐☐☐ Reproductive privacy☐☐☐ Public policy

RCW 70.02.220 Sexually transmitted diseases☐☐☐ Permitted and mandatory disclosures

RCW 70.02.240 Mental health services☐☐☐ Minors☐☐☐ Permitted disclosures

Chapter 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases

Cross References

2100 - Educational Opportunities for Students with a Parent in the Military

3211 - Gender-Inclusive Schools

3520 - Student Fees, Fines, or Charges

4020 - Confidential Communications

4040 - Public Access to District Records

3115 - Students Experiencing Homelessness - Enrollment Rights and Services

Management Resources

2018 - December 2018 - December Policy Issue

Records Retention Schedule for School Districts and ESDs (updated 2014)

2014 - December Issue

2013 - February Issue

2010 - February Issue

2003 - December Issue

2001 - April Issue

Updates Chart: Board approved updated policy in July, 2024

Additions Chart:

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Catalyst Public Schools records custodian will manage student records in the following manner:

Type of Records

Student records are divided into two categories: the cumulative folder and supplementary records.

1. Cumulative folder

The cumulative folder may contain all information about a student that is collected and maintained on a routine basis, such as identifying information (name, birth date, sex, year in school, address, telephone number, parent's name, ethnic classification, emergency information, including parent's place of employment, family doctor, babysitter, siblings); attendance records, including date of entry and withdrawal; grades and other student progress reports; results of tests of school achievement, aptitude, interests, hearing and vision; health and immunization status reports; records of school accomplishments and participation in school activities; verified reports of misconduct, including a record of disciplinary action taken; and such other information as will enable staff to counsel with students and plan appropriate activities. Identifying information may be limited if the student is a participant in the state Address Confidentiality Program.

2. Supplementary records

Supplementary records about a student may be collected and maintained in connection with special school concerns about the student, such as confidential health information or reports connected with assessment and placement of a 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; and current reports of psychological tests and progress reports related to a student's disabling condition. All such reports included in records will be dated and signed.

For the purpose of this procedure, working notes of staff are defined as those records about students that are maintained in the sole possession of the writer and are not accessible or revealed to any other person except a substitute for that staff member. Working notes are not considered student records within the purview of this procedure.

Accessibility of Student Records

Information contained in the cumulative folder and/or supplementary records will be provided to persons and agencies as follows:

1. Parents

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

1. Upon the request of the parent or a staff member, a qualified staff member will provide the parent with analysis and interpretation of all information in the cumulative folder and supplementary records. The review will occur within five school business days after Catalyst Public Schools receives a request unless a written explanation for the failure to do so is supplied by the custodian of records. In no case will the review occur later than 45 days after the parent makes the request.
2. Inspection and review will be conducted during normal working hours, unless the custodian (teacher, counselor, nurse, psychologist, principal) consents to other arrangements. Custodians will provide assistance in the interpretation and analysis of student records as needed. Although records must remain within district control, they may be copied or reproduced by or for the parent or eligible student at their own expense.

2. The Student

Upon the request of the student, a qualified staff member will interpret information from the cumulative folder to the student. The qualified staff member will interpret information contained in supplementary records 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. The right of access granted the parent or adult student includes the right to be provided a list of the types of student-related education records maintained by the school and Catalyst Public Schools. The parent and adult student will have the right to inspect or to be informed of the content of any record containing personally identifiable information regarding more than one student, provided that the right to access will apply only to that

portion of the record or document that relates to the student. Upon graduation from high school, a student may request to receive a final transcript in addition to the diploma.

Parents and adult students will be notified annually of their right to inspect and review the records of their children and their other rights under the Family Education Rights and Privacy Act through the following notice posted on the school website and shared through ParentSquare.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day Catalyst Public Schools receives a request for access. Parents or eligible students should submit a written request to Catalyst Public Schools records custodian that identifies the record(s) they wish to inspect. The records custodian will arrange for access and notify the parent or eligible student of the time and place where they may inspect the records.
2. The right to request amendments to the student's education records that the parent or eligible student believes to be inaccurate or misleading. Parents or eligible students may ask Catalyst Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Catalyst Public Schools decides not to amend the record as requested by the parent or eligible student, Catalyst Public Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions permitting disclosure without consent are: disclosure deemed by Catalyst Public Schools as necessary to protect the health or safety of the student or other individuals and disclosure to school officials with legitimate educational interests. A school official is a person employed by Catalyst Public Schools as an administrator, supervisor, instructor, or support staff member

(including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom Catalyst Public Schools has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Catalyst Public Schools discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Catalyst Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

1. Staff

Staff or other school officials who have a legitimate, educational interest in a student will have access to the cumulative folder and any supplementary records.

2. Other Districts

Other districts will be provided with records upon official request from Catalyst Public Schools. 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 will have an opportunity to challenge the contents of the records. Parents will be advised through the annual Student Rights and Responsibilities Handbook that student records will be released to another school where the student has enrolled or intends to enroll.

3. Other Persons and Organizations

Prospective employers may request to review the transcript of a student. Catalyst Public Schools will advise each parent or adult student at least annually that such requests will be honored only upon a signed release of the parent or adult student. Catalyst Public Schools will release information contained in the student's cumulative folder and supplementary records 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. Catalyst Public Schools may release directory information publicly without consent upon the condition that the parent or adult student be notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. Catalyst Public Schools will not release directory information for commercial reasons. Catalyst Public Schools has designated the following as directory information (Catalyst Public Schools may select from the following list, but is not required to include all or any of the following types of information: the student's name, photograph, 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, dates of attendance, diplomas and awards received and the most recent previous school attended.) The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information. Social Security numbers, student identification numbers (with authentication factors such as a secret password or personal identification number) or other personally identifiable information is not considered directory information.
2. Information may be released to authorized representatives of the comptroller general of the United States, the commissioner of education, and/or 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 referrals to juvenile court for truancy).
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 will 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 including ex parte court orders under the USA Patriot Act, upon condition that a reasonable effort was made to notify the parent or

adult student in advance of such compliance unless such notice is not allowed by the order or subpoena. In compliance with the federal Uninterrupted Scholar's Act of 2013, when a parent is a party to a court proceeding involving child abuse or neglect (as defined in Section 3 of the Child Abuse and Prevention and Treatment Act (42 U.S.C. 5101) or dependency matters, and the order is issued in the context of that proceeding, Catalyst Public Schools is not required to provide additional notice (i.e., in addition to the court's notice) to the parent prior to release of the information.

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. Catalyst Public Schools will take into account the totality of the circumstance and determine if there is an articulable and significant threat to the health or safety of the student or other individuals. 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 will be maintained as part of the specific record involved. Telephone requests for information about students will not be honored unless the identity of the caller is known and the caller is authorized to receive the information under provisions of these procedures. A record will be made of any such release of information and placed in the student's cumulative folder. This record of access will include date of access, name of the party granted access and the legitimate educational interest of the party granted access.
7. In compliance with the federal Uninterrupted Scholar's Act of 2013, information regarding students in foster care may be released without prior written consent of the parent or eligible student to agency caseworkers or other representatives of state or local child welfare agencies or tribal organizations who are legally responsible for the care and protection of the student, for purposes related to the student's case plan.
8. A high school adult student and/or parent/legal guardian may grant authority to Catalyst Public Schools permitting prospective employers to review the student's transcript.

Confidential Health Records

Confidential health records should be stored in a secure area accessible only to the school health care provider, unless an appropriately executed release under Chapter 70.02 RCW has been obtained. Such records are also covered by the Family Education Rights and Privacy

Act, permitting parent access to review and otherwise exercise FERPA rights regarding the records. There is a higher standard of confidentiality and minor student's rights of privacy for records pertaining to HIV, sexually transmitted diseases, drug or alcohol treatment, mental health treatment, family planning, or abortion. The releases for information regarding sexually transmitted diseases, HIV, and drug or alcohol treatment are more restrictive than ordinary medical releases.

Amendment of Records and Hearing

At the time of inspection and review, the parent or adult student granted access to records may request that information in the student's records be amended. Custodians (e.g., teacher, counselor, nurse, psychologist) may honor such requests by correcting or deleting records which are misleading, violate privacy, or inaccurate, provided that the senior custodian (principal or department head) concurs.

If the senior custodian denies the requested correction or deletion, the parent or adult student may request an informal hearing before School co-founders or designee, which hearing will be held within 10 school days of the receipt of such request. During the hearing, School co-founders or designee will review the facts as presented by the parent or adult student and the custodian and decide whether or not to order the demanded correction or deletion. School co-founders or designee will send his/her written decision to the parent or adult student within 10 school days of the hearing.

If Catalyst Public Schools still decides not to amend the records as a result of the hearing, the parent or adult student requesting amendment of the records may insert a written explanation of their objections in such records.

Maintenance of Student Records

The student's principal, counselor, or teacher will be the custodian of the cumulative folder. The principal or the student's counselor will be the custodian of the supplementary records. Duplicate copies of all guidance case study reports and reports from non-school agencies contained in a student's supplementary record may be maintained in Catalyst Public Schools office under the supervision of School co-founders or designee.

Custodians will:

1. Maintain only those records authorized by these procedures;
2. Safeguard student records from unauthorized use and disposition;
3. Maintain access records;
4. Honor access requests for parent or adult student;
5. Delete or correct records upon approval of the senior custodian or upon order of School co-founders or designee or the board; and
6. Follow the records review schedule and procedures established by the senior custodian.

Senior custodians may assume the duties of custodians and will:

1. Request student records from other schools;
2. Maintain security of student records;
3. Transfer, destroy, and expunge records as permitted;
4. Supervise activities of their custodians;
5. Conduct informal hearings and grant or deny approval of corrections or deletions requested by parents or adult students;
6. Establish records review schedules and procedures for their respective schools or departments in accordance with procedures governing records disposition.
(Psychological test scores will be reviewed annually to determine their relevance to the continuing educational needs of the student.);
7. Upon transfer of the student to the next level (elementary to middle school, middle school to high school) or upon graduation or transfer outside Catalyst Public Schools, remove for retention, preservation or destruction in accordance with applicable disposition procedures any records no longer pertinent to educational program placement; and
8. Certify to Catalyst Public Schools records custodian by June 30 of each year the following:
 1. Only records pertinent to educational program placement are being maintained, unless otherwise authorized by law; and
 2. Required reviews have been accomplished.

Catalyst Public Schools records custodian will provide overall supervision of student records management and control and will enforce the student records policy and the administrative procedures.

Catalyst Public Schools will use an array of methods to protect records, including passwords, physical controls (such as locked cabinets), technological controls (such as role-based access controls for electronic records) and administrative procedures.

Disposition of Student Records

The permanent student record will serve as the record of the student's school history and academic achievement. Permanent records filed in the student's cumulative folder are to be extracted and retained before disposition of the folder.

Within ten days after receiving a request, Catalyst Public Schools will furnish a set of unofficial educational records to the parent of a student transferring out of state who meets the definition of a child of a military family in transition. When a student transfers to another school in Catalyst Public Schools, all records including the permanent student record will be transmitted to the other school. When a student transfers to a school outside of Catalyst Public Schools, the senior custodian will purge the cumulative folder of all nonofficial, extraneous information. A copy of all records will be sent to the requesting school. The cumulative folder for an elementary or middle school student who leaves Catalyst Public Schools will be maintained for two years after discontinuance of enrollment in Catalyst Public Schools.

Cumulative folders and supplementary records of high school students will be retained according to the Washington State Records Retention Schedule. In all cases, the student's permanent record card will be retained in perpetuity by Catalyst Public Schools.

At the time a student graduates from school or ceases to need special educational services, the parent/guardian or adult student will be informed that personally identifiable information regarding the disabling condition is no longer needed for educational purposes AND that the special education records will be retained by Catalyst Public Schools for six (6) years before being destroyed pursuant to the School Districts and Educational Districts Records Retention Schedule approved in accordance with RCW 40.14.070.

When informing the parent or adult student about his/her rights regarding such records, Catalyst Public Schools will advise the parent or adult student that the information may be needed by the student or the parent to establish eligibility for certain adult benefits, e.g., social security AND that the parent/guardian/adult student should ensure that they possess

the necessary documentation, or request copies of certain records from Catalyst Public Schools BEFORE Catalyst Public Schools records are destroyed in six (6) years. At the parent's/guardian's or adult student's request, the record information relating to the disabling condition will be destroyed but ONLY after the records have met their six (6) year retention requirement pursuant to the School Districts and Educational Districts Records Retention Schedule. Catalyst Public Schools may, in its discretion, choose to retain these records for a longer period of time for business purposes.

A parent or adult student, at his/her expense, may receive a copy of all records to be transmitted to another district.

Large Scale Destruction of Student Records

After exercising care in accordance with that contained in the previous section (Disposition of Student Records), the senior custodian will bundle all records and send them to the Catalyst Public Schools office. Each bundle will be plainly marked: "Student Records--for Destruction," dated and signed by the senior custodian. A summary sheet will be completed and retained in the office. The sheet will indicate: "As of this date, I have determined that the following records may be destroyed in accordance with district and state requirements and have submitted them for destruction." The summary sheet will be dated and signed by the senior custodian.

Electronic Records

Electronic records (including e-mail and web content) created and received by Catalyst Public Schools in the transaction of public business are public records for the purposes of [RCW 40.14](#) and will be managed consistent with all of the laws and regulations governing the retention disclosure, destruction and archiving of public records. Catalyst Public Schools will manage electronic records according to the same provisions as paper documents as set forth in the records retention schedules. Electronic records will be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. Catalyst Public Schools will retain electronic records designated as archival in the original format along with the hardware and software required to read the data, unless the data has been successfully migrated to a new system. (Catalyst Public Schools will retain records in compliance with the General Records Retention Schedule for

School Districts and Educational Service Districts in Washington State found at:
www.sos.wa.gov/archives/recordsretentionschedules.aspx.)

Cut-Off

Whenever applicable, the retention period starts with the “cut-off.” “Cut-off” is a term used to indicate files or records may be terminated on a predetermined date. “Cut-off” prevents current records from attaining unmanageable size and facilitates the filing of new records. Calendar year records may be “cut-off” on December 31, and a new file established on January 1; all fiscal year records can be “cut-off” only upon the completion of an action or event, such as termination of contract, final payment of a contract, termination of employment, etc. Regardless of the duration of the retention period, records series should be kept in the office files after “cut-off” only as long as is necessary to satisfy: (1) active reference; (2) audit, when required; and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records center or to an appropriate alternative format, including electronically for the remainder of the retention period.

Updates Chart: Board Approved July, 2024

Additions Chart:

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