

WAC 132Q-02-360 Education records—Student's right to inspect.

A student has the right to inspect and review his/her education records.

(1) Recommendations, evaluations or comments concerning a student that are provided in confidence, either expressed or implied, as between the author and the recipient, shall be made available to the student, except as provided in (a), (b), and (c) of this subsection. The college may require proof of identification, such as a driver's license, college student identification card, or other photographic identification.

(a) The student may specifically release his or her right to review where the information consists only of confidential recommendations respecting:

- (i) Admission to any educational institution; or
- (ii) An application for employment; or
- (iii) Receipt of an honor or honorary recognition.

(b) A student's waiver of his or her right to access confidential statements shall apply only if:

- (i) The student is, upon request, notified of the names of person(s) making confidential statements concerning him or her; and
- (ii) Such confidential statements are used solely for the purpose for which they were originally intended; and
- (iii) Such waivers are not required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the college/instructional unit.

(c) Recommendations, evaluations or comments concerning a student that have been provided in confidence, either expressed or implied, as between the author and the recipient, prior to January 1, 1975, shall not be subject to release under this subsection. Such records shall remain confidential and shall be released only with the consent of the author. The institution shall use these records only for the purpose for which they were originally intended.

(2) Where requested records or data include information on more than one student, the student shall be entitled to receive or be informed of only that part of the record or data that pertains to himself/herself.

(3) The office of the registrar is the official custodian of academic records; and, therefore, is the only office who may issue an official transcript of the student's academic record.

(4) Student educational records may be destroyed in accordance with a department's routine retention schedule. In no case will any record which is requested by a student for review in accordance with this section be removed or destroyed prior to providing the student access.

[Statutory Authority: RCW 28B.50.140. WSR 11-20-022, § 132Q-02-360, filed 9/23/11, effective 10/24/11. Statutory Authority: Chapter 28B.50 RCW. WSR 07-10-042, § 132Q-02-360, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. WSR 03-18-021, § 132Q-02-360, filed 8/25/03, effective 9/25/03.]