

**WAC 132V-15-040 Right to review and inspect records.** (1) A student shall have the right to review and inspect his/her educational records provided he/she:

(a) Identifies the specific record(s) to be reviewed. In some instance, written requests for information will be required;

(b) Presents identification sufficient to validate his/her identity;

(2) After a student submits such a request, the college official of the office of record shall respond to the request within a reasonable period of time, but in no case more than forty-five days after the request has been made.

(3) A student authorized to review or inspect his/her educational records shall be accompanied by a staff person of the office of record assigned to explain and interpret the record(s) of interest.

(4) A student may have copies made of his/her educational records provided no financial hold has been placed on his/her records by any administrative unit. All copies produced shall be at the student's expense, and he/she shall be charged a fee set by the TCC board of trustees.

(5) A student shall maintain his/her right to review and inspect his/her educational records irrespective of his/her outstanding financial obligation to the college.

[Statutory Authority: RCW 28B.50.140(13). WSR 96-16-034, § 132V-15-040, filed 8/1/96, effective 9/1/96; WSR 89-20-013 (Order 89-1), § 132V-15-040, filed 9/26/89, effective 10/27/89.]