

**WAC 392-415-100 Transcript release procedures.** All common school districts shall adopt written procedures for the release of official student transcripts. Such procedures shall recognize the limited exception to the release of transcripts provided in RCW 28A.635.060 and shall provide that student transcripts are released to persons other than the student or the student's parents or guardians only upon the written authorization of the student or the student's parents or guardians, whichever is applicable, or as set forth in the Family Educational Rights and Privacy Act of 1974 and subsequent amendments. Except as provided in RCW 28A.635.060, all common school districts shall provide or make available to students upon request complete copies of their high school transcripts, with graduation noted thereon, within forty-five calendar days following the student's graduation from high school.

[Statutory Authority: [RCW 28A.230.125]. WSR 06-23-041, recodified as § 392-415-100, filed 11/7/06, effective 12/8/06. Statutory Authority: 1990 c 33. WSR 90-17-009, § 180-57-100, filed 8/6/90, effective 9/6/90. Statutory Authority: RCW 28A.04.155. WSR 85-01-017 (Order 18-84), § 180-57-100, filed 12/10/84.]