

WAC 392-300-035 Requests for record check information. In accordance with the requirements of RCW 42.56.100 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, record check information is obtainable by district employees, applicants, or volunteers to whom it pertains when they comply with the following procedures:

The request shall be made in writing. The district employee, applicant, or volunteer shall complete, sign and return the request for Background Check Results form located at <http://www.k12.wa.us/profpractices/fingerprint>. The written request shall be presented to the fingerprint background check unit of the superintendent of public instruction during customary office hours or may be mailed or faxed to the office. The request shall include the following information:

- (1) The name of the person requesting the record;
 - (2) The calendar date on which the request was made;
 - (3) The nature of the request;
 - (4) Height, weight and date of birth of individual fingerprinted;
- and
- (5) Social Security number of individual fingerprinted (optional).

[Statutory Authority: RCW 28A.400.305. WSR 18-03-070, § 392-300-035, filed 1/12/18, effective 2/12/18. Statutory Authority: RCW 28A.400.303. WSR 10-17-059, § 392-300-035, filed 8/12/10, effective 9/12/10. Statutory Authority: RCW 42.56.100. WSR 09-02-024, § 392-300-035, filed 12/30/08, effective 1/30/09. Statutory Authority: RCW 28A.400.303, 28A.400.306, 28A.410.010 and 1996 c 126. WSR 96-17-045 (Order 96-12), § 392-300-035, filed 8/19/96, effective 9/19/96.]