

WAC 132Y-126-002 Release of information. (1) Requests from outside the college.

(a) Unless the student specifically requests otherwise, designated officials of the college may routinely respond to requests for the following directory information about a student:

- (i) Student's name, address
- (ii) Telephone number
- (iii) Date and place of birth
- (iv) Major field of study
- (v) Extra curricular activities
- (vi) Height and weight of athletic team members
- (vii) Dates of attendance
- (viii) Degrees and awards received
- (ix) Other institutions attended
- (x) Veterans status

(b) All rights of inspection and review of educational records at the college and consent required for release of these records are accorded only to and required only of the student in question. A parent wishing to obtain information from these educational records or to grant consent for the release of these records without consent of the student must submit an affidavit stating that the student is a dependent for income tax purposes.

(c) Standard admission and placement test data regarding individual tests required to form a basis for a decision about an individual may be provided at the discretion of the college official with the data in response to a proper request from an institution of higher education.

(d) Designated officials of the college may disclose personally identifiable information from the educational records of a student without the written consent of the student if the disclosure is in connection with financial aid for which a student has applied or which a student has received: Provided, That personally identifiable information from the educational records of the student may be disclosed only as may be necessary for such purposes as:

- (i) To determine the eligibility of the student for financial aid
- (ii) To determine the amount of the financial aid
- (iii) To determine the conditions which will be imposed regarding the financial aid
- (iv) To enforce the terms or conditions of the financial aid, or if it is to comply with a judicial order or lawfully issued subpoena: Provided, That a reasonable effort has been made to notify the eligible student of the order or subpoena in advance of compliance therewith.

(e) Information obtained during professional medical and psychological treatment or counseling will be released by the professional only in accordance with the ethics of his profession, provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice.

(2) Requests from inside the college. Where required from the performance of responsibilities to the college, faculty and staff may obtain the following information on the basis of need to know without the consent of the student involved:

- (a) Academic record and status.
- (b) Reports of academic and other campus misconduct, including disciplinary action.
- (c) Result of counseling other than professional medical or psychological.

- (d) National origin and ethnic background.
- (e) Standard test data regarding individual tests for decision about an individual.
- (f) Student-produced paper for class assignments.
- (g) Financial information including delinquencies, etc.
- (h) Evaluative materials about a student, with the consent of the author of the evaluation.
- (i) College disciplinary and investigating authorities may have access to all of the information in (a) through (h) above if it is required in the performance of their duties, excepting national origin and ethnic background.
- (j) Recognized college student organizations, such as scholastic and service honoraries, may obtain information relating to a student's academic record and status.

Except as noted above, records and reference materials containing evaluations of students may be released only with the consent of both the student and author of the evaluation.

(k) In special circumstances, qualified research personnel may be permitted access to information contained in a student's records where the student's name will not accompany the data.

(l) Registration office records may be obtained by submitting a written and signed request for the desired information and the purpose for which the information is needed, except as noted below.

(i) The following offices will have walk-in access to all registration office records except transcripts.

- Veterans
- Financial aid
- Cashiers

(ii) Supervisors of employees of the above offices must ensure that anyone using registration records understands the Privacy Act of 1974 and follows its requirements.

(iii) Records pulled by employees of the above offices will not leave the office except to be copied and must be immediately returned when removed for copying. These records will be returned to the appropriate refile bin for refile by registration personnel.

(iv) When copies of transcripts are needed by the above offices for the performance of official duties of the college, they may be obtained by submitting the name and student I.D. for those records needed.

(v) Other offices needing address and telephone numbers of currently enrolled students in order to perform official duties of the college may use the quarterly class list. They should contact the telephone/information person immediately inside the door of the registration office. Offices sending students to use these records must send a note identifying the student and the information needed. The supervisor of the requesting office is responsible for observance of the Privacy Act of 1974.

(3) Request from students. Requests by a student to view or secure copies of any of his educational records will be processed as follows:

- (a) Through the records division of the registration office
 - (i) Application for admission
 - (ii) High school and/or college transcripts
 - (iii) Standardized test scores—ACT, SAT WPCT
 - (iv) Quarterly registration forms and receipts
 - (v) Program change forms

- (vi) Quarterly grade reports
- (vii) Official college transcripts
- (viii) Change of grade forms
- (ix) Directory information
- (b) Through the counseling office
 - (i) Interest and aptitude test scores
- (c) Through the dean of student services office
 - (i) Disciplinary records
- (d) Through the placement office
 - (i) Student placement credentials
- (e) Through the veterans office
 - (i) Veterans information for VA eligibilities
- (f) Through the financial aid office
 - (i) Financial aid processing information

A period of time no greater than ten working days may be required by these offices to process a request.

The college is not required to permit a student to inspect and review the following records:

(g) Financial records and statements of his/her parents or any information contained therein.

(h) Confidential letters and confidential statements of recommendation which were placed in the educational records of a student prior to January 1, 1975.

(i) Confidential letters and confidential statements of recommendation which were placed in the educational records of the student after January 1, 1975: Provided, That the student has waived his or her right to inspect and review those letters and statements of recommendation:

- (i) Respecting admission to an educational institution
- (ii) Respecting an application for employment
- (iii) Respecting the receipt of an honor or honorary recognition.

[Statutory Authority: RCW 28B.50.140(19) and 20 U.S.C., Sec. 1232 G. WSR 84-01-066 (Resolution No. 83-12-1), § 132Y-126-002, filed 12/20/83.]