

Policies regarding release of student records to requesting parent/guardian or other school districts Guidance:

<https://app.leg.wa.gov/rcw/default.aspx?cite=28A.225.330>

The school enrolling the student shall request the student's permanent record including records of disciplinary action, history of violent behavior or behavior listed in RCW [13.04.155](#), attendance, immunization records, and academic performance from the school the student previously attended.

Upon request, school districts shall furnish a set of unofficial educational records to a parent or guardian of a student who is transferring out of state and who meets the definition of a child of a military family in transition under Article II of RCW [28A.705.010](#). School districts may charge the parent or guardian the actual cost of providing the copies of the records.

If information is requested under subsection (2) of this section, **the information shall be transmitted within two school days after receiving the request and the records shall be sent as soon as possible.** The records of a student who meets the definition of a child of a **military family in transition under Article II of RCW [28A.705.010](#)** shall be sent within 10 days after receiving the request.

Any school district or district employee who releases the information in compliance with this section is immune from civil liability for damages unless it is shown that the school district employee acted with gross negligence or in bad faith.

The professional educator standards board shall provide by rule for the discipline under chapter [28A.410](#) RCW of a school principal or other chief administrator of a public school building who fails to make a good faith effort to assure compliance with this subsection.